

SHIGONGO MOSES MALULU

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PROFESSIONAL SUMMARY

Collaborative Finance professional with seven years of expertise helping the organization attain financial goals. Motivating leader with demonstrated success in competitive environments, remaining calm in high-pressure situations. Educated and friendly with a proven history of delivering tailored service while responsibly driving organization development.

Meticulous finance professional bringing seven years of experience in Finance, administration, logistics and procurement with strong knowledge in analytical inputs to strategic planning, result based oriented, Strong organizational skills, Proficiency in MS Word, Excel, Outlook, and PowerPoint. Highly efficient and collaborative professional with exceptional documentation management skills and process development expertise. Expertise in financial data review, data entry, record keeping and budget monitoring. Skills working with accounting software programs, including QuickBooks, SUN, and Navigator accounting packages. Driven and enterprising people-person with attentive nature and in-depth of Ngo's, Government and Private sector

CORE COMPETENCIES

- Financial administration
- Cash handling expertise
- Cost efficiency.
- Quantitative analysis
- Budget monitoring
- Detailed and organized.
- Fraud and forensic investigation
- Excellent team worker and team building
- Teamwork skills
- Compliance and risk management
- Financial Reporting

PROFESSIONAL EXPERIENCE

RTI INTERNATIONAL – USAID JIFUNZE UELEWE, DAR ES SALAAM

Finance and Administration Officer, May 2021– Present.

- Provide analytical inputs to strategic planning, results-based financial management and reporting.
- Maintain and enforce effective controls of financial operations management.
- Enhance proper payment controls to increase project efficiency.
- Budget monitoring and management against project expenditures.
- Petty Cash and Bank accounts Management.
- Payment review, processing and recording in accordance with budget lines allocations.
- VAT processing, reconciliations, refund submissions to USAID and TRA promptly.
- Payroll Preparations, Processing, Posting and reconciliations.
- Month end closure and Reporting.
- Cash flow monitoring and Projections.

RTI INTERNATIONAL – USAID TUSOME PAMOJA/AIE, DAR ES SALAAM

Finance Officer, Jan 2020 – May 2021

- Consulted with representatives of regulatory agencies to complete accurate filings and uphold strict compliance.

- Enhanced and enforced controls on vendor and staff payments to protect organization funds.
- Manage and track staff cash advances accounts and its reconciliation.
- Prepared, evaluated and review vendor invoices, reports, memos, letters, and other documents, using word processing, spreadsheet, database in line with project budget and accounting standards.
- Record and review expenses, advances, bank deposits into QuickBooks.
- Prepare and review monthly VAT report and its submission to USAID for timely processing.
- Prepare monthly reconciliation of staff advances, accounts payable and receivable, pension and withholding taxes payable accounts.
- Remittance of monthly taxes, pension and withholding obligations to Government offices.
- Prepared weekly and monthly bank and mobile payment reconciliations.
- Reduced payment process discrepancies by accurately maintaining performance reporting data systems.

Oversaw and managed and track staff and consultants advances, facilitate vendor payments, increased efficiency in large volume of mobile and bank payments, monitoring expenses against the monthly budgets including developing strategies to minimize financial risk to secure project funds, and delivery of financial advice and interpreting financial information to non-finance staff which has led to an increased smooth project operations from the finance perspective.

MERCY CORPS – AGRIFIN ACCELERATE PROGRAM

Finance and Administration Officer, May 2019 – Jan 2020

- Provided administrative support, including processing purchase requests, orders, service contracts, asset and inventory.
- Improved operational efficiency and effectiveness through effective schedule management, travel itineraries, and agenda plans.
- Prepare and maintain records and case files, including documentation such as clients' personal and eligibility information, services provided, narratives of client contacts, and relevant correspondence.
- Develop and maintain relationships with Government, stakeholders, and vendors.
- Entered and maintained record of all payment vouchers and expense reports into accounting software.
- Managed scheduling, travel arrangements, communications screening, and other administrative tasks timely and accurate task completion.
- Oversaw preparation and review of vouchers for all payments, cheques, and receipts with adequate supporting documents.
- Established positive working relationships with colleagues, managers and directors through regular communication and effective anticipation of needs.

MERCY CORPS – AGRIFIN ACCELERATE PROGRAM

Finance and Administration Assistant, May 2017 – May 2019

- Managed and coordinated proper payment preparation, invoice review, cash deposits.
- Coordinated domestic and international travel arrangements, including booking airfare, hotel.
- Coordinated proper bookkeeping, accounts payable and receivable and petty cash management.
- Managed to control and oversee assets, inventory, leases, and service contracts.
- Coordinated and prepared NGO program reports, annual program activity reports and its submission to the Government.

VOLUNTARY SERVICE OVERSEAS (VSO)

Finance Assistant, Aug 2015 – May 2017

- Managed to prepare, record, review and post petty cash, bank payments and accountabilities into SUN account system. Ensured office petty cash is safe. Ensured arrangements of office payment vouchers and accountabilities are well coded and entered in the SUN system accurately.

EDUCATION

UNICAF UNIVERSITY OF ZAMBIA, ZAMBIA

Master of Business Administration, July 2023 – to date

THE INSTITUTE OF FINANCE MANAGEMENT (IFM), Dar es salaam, Tanzania

Bachelor of Science in Taxation, November 2014

CERTIFICATIONS

DISASTER READY ORG

Certificate in Procurement and Logistics, May 2020

HUMENTUM

Certificate in Financial Management for Humanitarian and Development Professionals (FMD Pro), Aug 2019

HUMANITARIAN U

Certificate in Humanitarian Cross-cutting Themes and Future Directions, May 2019

INTERNATIONAL INSTITUTE OF CERTIFIED FORENSIC INVESTIGATION PROFESSIONALS, USA, inc (IICFIP).

Certified Forensic Investigation Professional (CFIP), June 2018

ADDITIONAL SKILLS

- Proficiency in Microsoft Office Programs
- Proficient in QuickBooks
- Proficiency in Navigator
- Proficient in SUN system
- Bilingual (Swahili and English)

REFEREES

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