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Tanzania

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Personal Profile Statement /Career Objective

I am an ambitious, motivated and multi skilled Accountant with a keen eye for detail and working experience with accounts. I have excellent mathematical skills as well as being able to produce clear and concise reports offering sound advice on variety of different subjects. Additionally, I am clear and effective communicator and work well individually as well as part of a team. My excellent track record in providing high quality results combined with my honest approach and reliable nature would make me an asset to any organisation.

Achievements

- ✓ Distinction in Financial Accounting in ACCA(F3)
- ✓ Best Employee Award in 2018 at Berger Paints International Limited
- ✓ Best Employee Award in 2020 at Tanzania Printing services Limited

Education

- ✓ **July 2018-May 2020- Certified Public Accountant (CPA (T))**
- ✓ **December 2018-Completed Advance Excel Course from Covenant Financial Consultants**
- ✓ **July 2013-July 2018-Completed ACCA**
- ✓ **January 2012-July 2013-Completed Certified Accounting Technician (CAT)**
- ✓ **August 2011-Completed Tally ERP 9 from Power Computers telecommunication Ltd**
- ✓ **January 2008-July 2011-Completed O level Education from Al Muntazir Secondary School**

Employment and Work Experience

Oct 2021-To date: -Tanzania Printing Services Limited (Bharwani Group of Companies)

Software Used: -Tally ERP 9

Position: -Finance Manager

Main Duties Performed.

- ✓ Compiling and analyzing financial data to provide insights into the company's financial performance and health.
- ✓ Present financial reports to senior management, stakeholders, and the board of directors.
- ✓ Developing budgets and actively managing expenses to ensure the company stays within budgetary limits.
- ✓ Managing the company's financial resources effectively, including allocating funds to various departments and projects as needed.
- ✓ reviewing financial entries and data to identify and rectify any errors, ensuring the accuracy of financial reports.
- ✓ Verifying and reconciling the company's stock or inventory records to ensure they match physical inventory levels.
- ✓ Managing accounts receivable and accounts payable to optimize cash flow and maintain financial stability.
- ✓ Analyzing monthly revenue and capital expenditure data and offering insights and recommendations to the management for informed decision-making.
- ✓ Performing monthly reconciliations of the balance sheet and profit and loss statements to ensure the integrity and reliability of financial reports.
- ✓ Collaborating with the Chief Financial Officer (CFO) to complete the company's financial books and records
- ✓ Ensuring that all statutory financial filings are accurate and compliant with regulatory requirements.
- ✓ Collaborating with the Financial Controller to ensure compliance with Tanzania Revenue Authority (TRA)
- ✓ Providing leadership and guidance to the finance team to ensure the accurate and timely processing of daily financial transactions.

June 2019-To Sept 2021: -Silafrica Tanzania Limited-SENIOR ACCOUNTANT

Software Used: -SAP/SYSPRO

Main Duties Performed.

- ✓ Preparation of Prepayment and Provision Schedules
- ✓ Collaborate with internal and external audit teams to ensure the accuracy and completeness of financial records and compliance with regulatory requirements.
- ✓ Ensure that all required statutory deductions, such as taxes and employee contributions, are calculated and paid accurately and on time.
- ✓ Participate in the preparation of detailed management accounts.
- ✓ Keep a record of fixed assets, including their acquisition, depreciation, and disposal.

- ✓ Play a key role in the year-end financial closing process, ensuring that all accounts are reconciled and financial statements are accurately finalized.
- ✓ Collaborate with the finance team to ensure that all accounting records are accurately maintained and that financial information is readily available when needed.
- ✓ Reconcile bank statements to ensure that recorded transactions match actual bank balances and create payment schedules to manage cash flow effectively.
- ✓ Manage accounts receivable to ensure timely collection of outstanding debts and oversee credit management processes
- ✓ Calculate and manage costs associated with importing goods and accurately record these costs in the accounting system.
- ✓ Reconciliation of Balance Sheet items with the subledgers
- ✓ Providing inputs on BOM Costing and Inventory Related Issues

April 2015 – May 2019: ,Bharwani Group of Companies (Red Dot Distribution and Berger Paints International Limited)-ACCOUNTANT

Software Used:-Tally ERP 9 & SAP

Main Duties Performed.

- ✓ Management Accountants preparation
- ✓ Being part of Audit and Finalisation of Accounts
- ✓ Managing a team of 3 in performing of Daily Accounting postings
- ✓ Bank Reconciliation
- ✓ Cash Flow for the company
- ✓ Stock Report for Head office and Branches and sorting out any discrepancies
- ✓ Debtors Management and reconciliations
- ✓ Daily Sales Summary and Collection Report
- ✓ Monthly Full company performance report for management
- ✓ Batch Posting
- ✓ Petty cash for the company
- ✓ Reconciliation of Depot transactions and all quires raised by them
- ✓ Transfer of data from Pastel to SAP, Maintaining Pastel and SAP Parallel
- ✓ Balancing of Trial Balance and balance sheet
- ✓ Import Costing of all shipment in System
- ✓ Training of staff on usage of SAP Software
- ✓ Reconciliation of Accounts

September 2011-September 2013 Assistant Accountant and Auditors, S R Auditors

Software Used: -Tally 7.2

Main Duties Performed.

- ✓ All Statutory payments (VAT, PAYE, SDL,WHT,CORPORATE TAX)
- ✓ Formation of companies (brella,business license etc)
- ✓ Maintain of Accounts for Clients AND Finalizing of Accounts
- ✓ Performing External Audits
- ✓ Solving quires of clients in regards to statutory payment and any quires brought forward by them

- ✓ Maintaining books of Accounts for the Clients

Key Skills: -

- ✓ Good Communication skills
- ✓ Easily Adjustable in any Environment
- ✓ Work under Pressure
- ✓ blend well with other colleague and perform team work
- ✓ Attentive to details and grasping work easily

Personal Details: -

Gender: -Female

Age: -29yrs

Marital Status: -Single

Referees:-

To be provided upon Request