



Michael Donald Mpogolo

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Personal Details:

Age: 38

Date of Birth: 29th January, 1986

Place of Birth: Ilembula, Iringa

Education Background:

Mzumbe University, TZ

Bachelor of Business Accounting & Finance (BAF)

Oct 2010 to July 2013

Umbwe High School, TZ

2007

May 2005 to June

Pamba Secondary School, TZ

Jan 2001 – Nov 2004

Work Experience

**Simba Logistics Co. Ltd
(years)**

July 2014 to 2010 (6

Transport Manager

1. Fleet Management

- Overseeing the maintenance, repair, and overall performance of vehicles.
- Ensuring vehicles comply with legal and safety regulations.
- Tracking fuel usage and finding ways to improve efficiency.

2. Regulatory Compliance

- Ensuring adherence to transportation laws and regulations, such as licenses, permits, and safety standards.
- Keeping up-to-date with changes in policies affecting logistics and transport.

3. Route Optimization

- Planning and implementing efficient delivery or transport routes.
- Utilizing technology like GPS and route management software to minimize costs and time.

4. Budget and Cost Control

- Managing transport budgets and reducing operational costs.
- Negotiating with suppliers, vendors, or fuel providers to get favorable rates.

5. Team Leadership

- Supervising drivers and other transport staff.
- Providing training and ensuring the team follows organizational policies.
- Resolving staff-related issues, such as scheduling or performance concerns.

6. Logistics and Supply Chain Coordination

- Collaborating with other departments (e.g., warehouse, procurement) to ensure seamless supply chain operations.
- Handling scheduling, deliveries, and pickups to meet deadlines.

7. Data Analysis and Reporting

- Analyzing transport data to identify inefficiencies.
- Generating reports on performance metrics like delivery times, costs, and vehicle utilization.

8. Customer Relationship Management

- Ensuring timely and reliable delivery services to clients.
- Addressing and resolving customer complaints related to transportation.

9. Technology and Systems Knowledge

- Familiarity with transport management systems (TMS), GPS, and fleet tracking software.
- Adopting new technologies to improve transport operations.

Simba Logistics Co. Ltd -Head Quarter

Dar Es Salaam, TZ

Head Quarter

Accountant

from 2013 to July 2014 (2 years)

1. Financial Reporting and Analysis

- Prepared accurate financial statements, including balance sheets, income statements, and cash flow reports.
- Analyzed financial data to provide insights and recommendations to management.
- Assisted in budgeting and forecasting to support strategic decision-making.

2. General Ledger and Reconciliation

- Managed general ledger accounts and ensured timely month-end and year-end closings.
- Conducted bank, supplier, and intercompany account reconciliations to maintain accuracy.
- Resolved discrepancies by investigating and rectifying errors in accounting records.

3. Taxation and Compliance

- Prepared and filed tax returns (corporate, VAT, GST, etc.) in compliance with local regulations.
- Ensured adherence to accounting standards (e.g., GAAP, IFRS) and regulatory requirements.
- Liaised with auditors and tax authorities during audits and assessments.

4. Accounts Payable and Receivable Management

- Processed invoices, verified vendor accounts, and ensured timely payments.
- Monitored and managed customer accounts to ensure timely collections and reduce overdue balances.
- Implemented credit control procedures to minimize bad debts.

5. Budgeting and Cost Management

- Developed, monitored, and managed budgets for departments and projects.
- Conducted variance analysis to identify and explain discrepancies between budgets and actual performance.
- Recommended cost-saving initiatives, reducing expenses by [40%].

6. Payroll Management

- Prepared and processed employee payroll, ensuring compliance with tax laws and company policies.
- Maintained detailed payroll records and resolved payroll-related discrepancies.

7. Audit and Internal Controls

- Supported external and internal audits by providing accurate records and documentation.
- Implemented internal controls to safeguard assets and ensure the integrity of financial data.
- Conducted risk assessments to identify and mitigate financial risks.

8. Software and Technology Proficiency

- Utilized accounting software such as QuickBooks, SAP, Xero, or Oracle to manage financial operations.
- Implemented new accounting systems or upgraded existing ones to improve efficiency.
- Analyzed financial data using advanced Excel functions, dashboards, and other analytical tools.

9. Stakeholder Collaboration

- Worked closely with department heads to provide financial insights and support operational goals.
- Coordinated with banks, financial institutions, and suppliers on financial matters.
- Presented financial reports and analyses to senior management and stakeholders.

10. Continuous Process Improvement

- Streamlined accounting processes to enhance efficiency and accuracy.
- Reduced financial reporting time by [percentage or timeframe] through automation or improved workflows.
- Trained junior staff and ensured compliance with updated accounting policies.

Professional Development

- Graduate recruitment training in Audit, Taxation and Accounting-PWC April,2013
- WFP-Transportation and logistics Training at University of Dar Es Salaam.
- Student Exit Seminar- President Office, Public Service Recruitment Secretariat-may,2013
- Entrepreneurship Recruitment Seminar- MUEDA march,2013

Additional Skills

- Multilingual- English and fluently in Swahili.
- Computer literate-Ms office/Tally Accounting Package/Sage Accounting package/ERP Filemaker

Referees

Yuda Thadeo

Finance Manager.
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Element Ltd
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