

Address: P.O. Box 5023 Tanga

Email: mary.philemon2018@gmail.com

Cell: +255 694 000 337

MARY PHILEMON MWAKIPESILE

Personal Profile

A highly motivated and results-driven accounting professional with a focus on financial management and cost control. Reliable due to a hard-working character and leadership qualities. Eager to see an effective end to every task started even when subjected to pressure.

Seeking to leverage expertise in accounting systems, financial analysis, and cross-functional collaboration to drive efficiency and contribute to organizational success. Committed to continuous learning and improving business operations while upholding integrity and ethical standards.

Personal Information

Full Name: Mary Philemon Mwakipesile

Date of Birth: 16 July 1999

Marital Status: Single

Gender: Female

Nationality: Tanzanian

Phone: 0694000337

Professional Qualifications

Institution: National Board of Accountants and Auditors, Tanzania

Qualification: Certified Public Accountant – CPA (T), Intermediate Stage (Ongoing)

Academic Qualifications

University of Dar es Salaam (2019–2022)

Award: Bachelor of Commerce (B.Com) in Accounting

St. James Kilolo Secondary School (2017–2019)

Award: Advanced Certificate of Secondary Education (ACSEE)

Glenrons Girls Secondary School (2013–2016)

Award: Certificate of Secondary Education (CSEE)

Working Experience

Accountant (August 2023 – Current)

Amboni Spinning Mill Limited | Tanga, Tanzania

Duties Performed:

- Manage accounts payable and receivable, including invoice verification, reconciliations, and

initiating bank payments.

- Prepare customer and supplier aging reports at month-end.
- Prepare and manage weekly and monthly cash flow forecasts.
- Manage petty cash.
- Prepare and post journal entries for accruals, provisions, and prepayments.
- Perform supplier reconciliations.
- Monitor budgets against actual expenses.
- Prepare and review bank and cash reconciliations.
- Ensure compliance with VAT, PAYE, WHT, SDL, WCF, and NSSF.
- Maintain fixed asset registers and depreciation schedules.
- Prepare non-trading stock reports.
- Process payroll using Workspace software.
- Support preparation of financial reports and audits.
- Ensure compliance with internal controls and financial policies.

Assistant Accountant (October 2022 – July 2023)

Amboni Plantations Limited | Tanga, Tanzania

Duties Performed:

- Managed accounts payable and receivable operations.
- Monitored budgets versus actual expenses.
- Coordinated with procurement, stores, and finance teams.
- Conducted inventory counts and reconciliations.
- Processed payroll for over 950 employees.
- Managed tax compliance and TRA filings.
- Strengthened internal controls and improved reporting accuracy.

Accounting Software Knowledge

- Partners Sage Pastel Accounting

Skills and Attributes

- Proficient in Microsoft Office (Word, Excel, and PowerPoint).
- Financial management skills: reconciliations, tax compliance, payroll, audit support, and inventory management.
- Strong teamwork and interpersonal skills.
- Strong problem-solving skills with a proactive approach.
- High level of integrity and confidentiality.
- Ability to work under pressure and meet deadlines.

Workshops and Trainings

- Training on accounting and payroll software such as Workspace and Sage 50c Pastel.
- National Social Security Fund (NSSF) training.
- Attended various workshops organized by the National Board of Accountants and Auditors (NBAA).

Referees

CPA(T) SADOCK MDEMU

Chief Accountant – Amboni Spinning Mill Limited

P.O. Box 5023, Tanga, Tanzania

Email: mdemu.sadoc@gmail.com

Tel: +255 763 938 793

ACPA(T) FADHILI MBWAGA

Chief Accountant – Amboni Plantations Limited

P.O. Box 5023, Tanga, Tanzania

Email: fadhili.mbwaga@gmail.com

Tel: +255 752 377 225

DR. PAUL AMBEGE

Lecturer – University of Dar es Salaam

Email: ambegepaul@gmail.com

Tel: +255 755 739