






Personal details

 Umami Mohamed

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 Dar es Salaam

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Skills

Microsoft Office Packages; ●●●●●
Excel, Word, and
PowerPoint

Proposal development and ●●●●●
management

Contract and ●●●●●
Communications
Management

Programme and project ●●●●●
management

Risk assessment and ●●●●●
compliance

Financial Management ●●●●●

Grantee budget review and analysis

Partner/ organisational ●●●●●
assessment

Procurement reviews ●●●●●

Strong Verbal ●●●●●
Communication

Team Leadership ●●●●●

Teamwork ●●●●●

Time Management ●●●●●

Budget preparation and ●●●●●
analysis

Well-regarded Programme Management and Business Development Specialist who cultivates rapport with individuals to optimise project goals and output, resolve complex problems and deliver innovative improvement strategies. I am a highly effective and reliable business professional with experience in project management, business development, financial and grant management, procurement reviews, independent assessments of the capacity of external organisations and Monitoring and Evaluation. I have a proven record of accomplishment of successfully leading tasks to completion with a quick turnaround time. Well-versed in operating in complex, dynamic environments under tight deadlines. Prepared to leverage over 8 years of experience attained from the International Development and Financial sectors.

Achievements

- Awarded the best performer at KPMG for the financial year 2022 for timely execution of engagement tasks, providing valuable input, and demonstrating a high degree of flexibility by completing multiple tasks across the department.
- Awarded the best performer at KPMG for the financial year 2021 for successfully coordinating and collaborating with a team of 10 towards the successful completion of the Zanzibar Education Sector-wide Technical Assistance (ZESTA) Programme.
- Delivered training to more than 50 Local government staff in Zanzibar. Main tasks included: developing training materials, facilitating and co-facilitating during training, and coordinating training equipment and logistics.

Education

Bachelor of Arts in Business and Finance Jan 2011 - Nov 2014
Heriot-Watt University, United Kingdom

Business Studies Jan 2006 - Oct 2009
Feza Girls Secondary School, Tanzania

Certificates

USAID and CDC Financial Management And Compliance 2024 And Beyond Mar 2024
Sustainability Solution

The 5 Most Current Hot Topics For Compliance And Audit Issues For USAID And CDC Partners Mar 2024
Sustainability Solution

Environmental, Social, and Governance (ESG) Transformation Aug 2023
Executive Education Course, Cambridge Judge Business School and KPMG

Capacity building

Customer Service

Languages

Swahili

English

Turkish

Employment

Manager, International Development Advisory Services (IDAS)

Oct 2024 - Present

KPMG in Kenya, Nairobi

- Lead the regional IDAS pipeline through effective pipeline management across five countries (Kenya, Uganda, Tanzania, Rwanda, and Ghana). This involves weekly pipeline updates, coordinating with country teams, and delivering comprehensive weekly reports to the Senior Management Team for performance assessment and opportunity gap analysis. and developing monthly presentations for regional business development meetings.
- Spearhead proposal development from inception to submission for key clients like the World Bank Group and FCDO. This involved proactively identifying opportunities, building strategic partnerships with consultants and consortia, and authoring comprehensive technical and financial proposals.
- Execute comprehensive quality and risk management assessments in accordance with KPMG quality risk Management procedures. This included conducting thorough background checks and quality reviews of clients and third parties across all prospective engagements.
- Facilitate effective FCDO Client Service Team meetings, ensuring proactive identification of opportunities via the client portal, maintaining an updated pipeline to track progress, and developing presentations that supported strategic decision-making during monthly meetings.
- Analyze the regional IDAS pipeline annually across five countries (Kenya, Uganda, Tanzania, Rwanda, and Ghana), utilizing granular data to compare projected and actual billings, performing variance analysis to assess budget performance, and identifying key drivers of variances. Work collaboratively within teams to ensure successful delivery of diverse program/project assignments.
- Work collaboratively within teams to ensure successful delivery of diverse program/project assignments

Senior Advisor, International Development Advisory Services (IDAS)

Oct 2021 - Sep 2024

KPMG in Tanzania, Dar es Salaam

- Conduct business development activities across the region (Kenya, Uganda, Tanzania, Rwanda, and Ghana) such as scoping for relevant opportunities in the market, technical and financial bid writeups, identifying required technical experts and spearheading successful completion and timely submission of the proposals. I have developed proposals for the EU, USAID, The World Bank Group and the Government of Tanzania (among others).
- Performed procurement audits for different programs at government and non-government levels to ensure compliance and value for money on procurements of goods, works and consultancy services.
- Performed organizational assessments to DFID-funded grantees (under the Accountability in Tanzania (AcT) Programme) and other donor-funded programmes prior to disbursing funds to identify fiduciary risks and suggest adequate mitigations.
- Reviewed quarterly financial and programmatic reports from grantees.
- Supported organizations to comply with donor and statutory requirements, grant agreement terms and conditions, work plans and budgets and internal policies and procedures.
- Carried out departmental accounting and finance roles including client billings, work in progress management, forecasts, and monthly financial reporting.
- Performed pre-engagement risk assessment procedures for more than 20

client engagements and proposals.

- Reviewed contracts and ensured seamless onboarding of third parties (individuals and organisations) in various donor-funded engagements.
- Delivered capacity building and training to various organisations in both the private and public sectors.

Associate Advisor, International Development

Mar 2021 - Sep 2021

Advisory Services (IDAS)

KPMG in Tanzania, Dar es Salaam

- Carried out departmental accounting and finance roles including client billings, work in progress management, forecasts, and monthly financial reporting.
- Conducted procurement audits for different programs in government and non-government level to ensure compliance and value for money on procurements of goods, works and consultancy services.
- Carried out business development through identification of opportunities with government entities and development partners such as USAID and the World Bank group. This also involved developing proposals.
- Conducted efficiency audits for local NGOs on behalf of donors; the assessments covered governance, operations and risk management, human resources management, financial management, sub granting and following up on agreed action plans between donors and sub grantees.
- Conducted an organizational assessments review for organisations in Tanzania This involved assessment of the management and governance structure, financial management and internal control, donor reporting, risk management, anti-corruption, audits, procurement, assessment of the financial management arrangements and verification procedures to support the reported costs against invoices. The reviews assessed the level and type of self-financing and the procedures to ensure no activity is double financed.
- Navigated multiple systems to manage requests.
- Built and maintained relationships with government and non-government organisations in Tanzania Mainland and Zanzibar to provide ongoing support and technical assistance on various areas.
- Conducted workplace quality risk management compliance trainings to the regional teams to reduce liability risks and operate effectively. This also included conducting Quality Risk Management procedures.

Programme Coordinator, ZESTA

Dec 2019 - Feb 2021

PROGRAMME, International Development

Advisory Services (IDAS)

KPMG in Tanzania, Zanzibar

The Zanzibar Education Sector-wide Technical Assistance (ZESTA) Programme was implemented by KPMG Tanzania and funded by the Embassy of Sweden to support the Ministry of Education and Vocational Training (MOEVT) in Zanzibar. The programme aimed at contributing to enhanced management of the education sector in Zanzibar focusing on building and providing financial and programme management capacity of MoEVT, President's Office - Regional Administration, Local Government and Special Departments (PORALGSD) and Presidents Office Finance and Planning (POFP). I also provided support to sector ministries responsible for the delivery of education services in Zanzibar. As the programme coordinator, I:

- Supported smooth implementation of the project objectives and activities, driving project ownership by the government, and ensuring that there is a seamless link between KPMG and the relevant ministries.
- Carried out business development and departmental risk management through the preparation of winning bids and performing pre-engagement/ pre-bid risk procedures. Provided technical support during ZESTA programme activities such as facilitating/ co-facilitating of various technical assistance

workshops to Local Government Authorities (LGAs) in Zanzibar.

- Ensured that KPMG risk processes and procedures were adhered to and filed accordingly as per the internal filing system. Carried out departmental accounting and finance roles including client billings, Work in progress (WIP) management, forecasts, and monthly financial reporting.
- I also tracked and reported expenses accurately to manage program budgets. Facilitated internal communication including developing and maintaining an up-to-date leave/ work schedule for the project's team members.
- Supported the Team Leader in building, liaising, and sustaining relationships with government officials, and external stakeholders.
- Coordinated all logistics for project meetings, events, and travel arrangements, including venue bookings, transportation, refreshments, and preparation of meeting materials such as agendas and minutes. I also managed the travel logistics for over 10 engagement members, handling hotel accommodations, ground and air transportation, travel itineraries, and providing meeting briefs in advance of program activities. Additionally, I ensured the timely follow-up and execution of action points from meetings.
- Tracked and reported on programme outcomes to identify areas of improvement.
- Managed dashboards to monitor program activities and milestones, ensuring accurate and timely updates. Additionally, I maintained program-related data in an organized manner for easy access.
- Provided ongoing direction and leadership for programme operations.
- Built and maintained relationships with clients to provide ongoing support. This included Government of Zanzibar officials.

Trade Finance Officer

Oct 2015 - Nov 2019

Standard Chartered Bank Tanzania, Dar es Salaam

- Processed more than 50 transactions relating to Import Bills for Collections, Import/Export Finance, Bond/Guarantee, Letters of Credit, and any other transactions assigned to our department daily.
- Maintained an excellent partnership-like relationship with customers, business unit/ relationship managers and was responsive to their service requirements, responded promptly and with a helpful attitude.
- Attained approvals of all trade related transactions in a timely manner.
- Conducted an end-of-day reconciliation of more than 50 transactions received at the Trade Services counter.
- Took personal responsibility for understanding the risk and compliance requirements of my role by complying with all banks internal policies and all applicable

Financial Market Operations Officer

Feb 2015 - Sep 2015

Standard Chartered Bank Tanzania, Tanzania

- Ensured timely affirmation of all financial market deal settlements were processed in a manner which met agreed service standards to enhance quality customer services and avoid losses as a result of erroneous settlement, delays, un-reconciled items, and fraud.
- Ensured correctness/authentication of more than 100 customer instructions as per financial markets operations procedure and all FX deal confirmations are dispatched to customers on a timely manner.
- Prepared manual transfer instructions for a/c funding as instructed by the asset-liability management desk and a daily review of secondary bond trades on the system. Also, prepared security forms and dispatched as per Financial Market guidelines.
- Conducted daily preparation of reconciliation reports on all FX transactions done by the front office and follow-up on outstanding deals with branches/dealers.

- Demonstrated timely resolutions of more than 100 customer complaints/inquiries, escalating unresolved issues as appropriate.
- Applied effective time management techniques to meet tight deadlines.

Consultancy Assignments

Below are specific assignments I have been engaged in at KPMG from December 2019 to present;

Senior Advisor, Financial Risk Assessments – Client: Evangelical Lutheran Church of Tanzania (ELCT), 2023: I was involved in supporting the ELCT/USAID Kizazi Hodari North-Eastern Zone Activity in Tanzania. My role includes conducting financial management capacity building, financial risk assessment, and compliance assurance for the implementing partners such as Action for Community Care, of the USAID Kizazi Hodari program in the Northeastern Zone.

Associate Advisor, Pre-Grant Assessment – Client: Department for International Development (DFID)– Accountability in Tanzania (Act) Program, 2022: Under the Act program, I conducted a pre-grant assessment for the program's grantees such as CAMFED, HakiElimu and Save the Children UK. This assessment involved a limited assessment of the organisational capacity and capacity to manage any funds awarded under the Accountability in Tanzania (Act-2) programme. The pre-grant review included an assessment of the organisational capacity: Governance and Risk Management Financial Management, Human Resource Management and Sub-Grantee Management.

Senior Advisor, Procurement reviews, Client: Embassy of Sweden, 2021-2023: I have gained experience through conducting procurement reviews for different organisations at both government and non-government levels. These organisations include; the Ministry of Education, Science and Technology (MOEST), Tanzania Institute of Education (TIE) President's Office Regional Administration, and Local Government (PO RALG). I have conducted evaluations of high-value government procurements to ensure compliance with donor and statutory requirements are met. These audits have assisted in ensuring that value for money is achieved in the procurement of goods, works and consultancy services.

Senior Advisor, Efficiency Evaluations 2019 – 2023: I have conducted efficiency audits/evaluations of multiple donor-funded organizations such as Femina Hip', which involve assessing the level of compliance to donor's requirements and terms of the grant/funding agreements, identifying any challenges, and providing recommendations/solutions.

Senior Advisor, Ministry for Foreign Affairs of Finland, Performance audits, 2021 and 2022: KPMG was engaged to carry out performance audits of three organisations, namely the Kilombero Valley Teak Company (KVTC), New Forests Company (NFC), and Tanzania Tree Growers Association Union (TTGAU) for 2021 and 2022. The organisations were awarded funding contracts under the Tree Outgrowers Support Programme (TOSP), financed by the Ministry for Foreign Affairs of Finland (MFA) from 2019-2022. I was involved in conducting an organisational assessment by verifying supporting documents relating to the incurred costs and reviewing the audit trail and financial management internal controls and arrangements.

Project Coordinator, Zanzibar Education-wide Technical Assistance Programme – Client: Sida, Global Partnership for Education (GPE) Literacy and Numeracy Education Support (LANES) program, USD1.2M 2019-2021: As the programme coordinator, I supported the smooth implementation of the ZESTA project objectives, activities and drove project ownership by the government and ensured that there is a seamless link between KPMG and the relevant ministries in the Revolutionary Government of Zanzibar (RGOZ). Providing financial and programme management capacity of the Zanzibar Ministry of Education and Vocational Training (MoEVT) and President's Office Finance and Planning (POFP) . Also providing support and leadership to those entities responsible for the delivery of education services in Zanzibar including the President's Office - Regional Administration, Local Government and Special Departments (PORALGSD). I provided technical support during ZESTA programme activities such as facilitating/co-facilitating of various Technical Assistance workshops to Local Government Authorities (LGAs) in Zanzibar, coordinated activities and logistics of key ministry meetings, workshops and team logistics.

References

References available upon request.