

Curriculum Vitae
WINFRIDA LAWRENCE

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Nationality: Tanzanian

Residence: Dar es Salaam

Personal statement

A resourceful candidate, tactful and ready to work in a local as well as international arena. Cope with new pressure promptly and accomplish the assignment within the deadlines. Work with high degree of teamwork.

Education Background

Bachelor of Accountancy

Institute of Accountancy Arusha (IAA) (2016–2019)

Advanced Certificate of Secondary Education Examinations

(ACSEE) Panda hill Secondary School (2014-2016)

Additional Certifications & Trainings

Certified Public Accountant (CPA T) 2021 – NBAA/ CR No. 034329

Accounting package training: including Tally, MYOB, and QuickBooks & Pastel partner (8 weeks).

Working Experience

Sales Supporting officer

Date: September 2021- Current

Organization: NMB BANK PLC HQ

Work Performed

1. Analysis.

- Gathering and analyzing sales data to identify trends, patterns and insights. This includes analyzing both zones and branches performance.

- Develop and maintain sales forecasts based on historical data and market trends to support strategic planning.
- Collaborating with Strategy department in forecasting and preparing sales targets and budgets.
- Implementing ways to achieve sales targets.

2. Reporting.

- Creating detailed sales reports and dashboards to ensure that all sales are being captured and reported timely
- Providing report and insights to support the development of sales strategies.

3. Sales and Marketing Activities.

- Closely working with marketing department in ensuring all sales campaigns are coordinated well and done timely.
- Follow up with branches and zones on leads closures, cross selling and renewals.
- Collaborating with cross-functional teams to develop and launch new products or services.
- Sales tools management and follow ups.eg Debit, credit cards management and Pos.

4. General Accounting.

- Performing all General ledgers reconciliation by ensuring all the expenses that are supposed to be paid from our department are being paid timely and ensure the gl reflects both debit and credit transaction.
- Maintaining department budgets and tracking all expenses.
- Collaborating with finance department in forecasting and preparing Branch Network budgets.
- Working closely with finance department in handling vendor's payments arising from our department.

5. Training and support.

- Providing training and support to sales team on data tools and reporting systems, ensuring accurate data usage.

Office Accountant and Manager

Date: December 2020 – August 2021

Organization: Genpower Electric Ltd

Work Performed:**1. Billing Process.**

- Ensure draft bills/invoices are prepared timely.
- Ensure the prepared draft invoices are submitted for approval to the Managing Director
- Sending the final fiscal tax invoices to the clients.

2. Payable Duties

- Capturing purchases/ supplier's invoices on Sage accounting system.
- Preparation of supplier's reconciliations to support monthly supplier's payments.
- Preparing expenses schedules to account for managing director Spend on credit cards.
- Issuing petty cash, recording petty cash usage, posting on Sage.

3. Statutory Duties

- Preparation and filing of monthly VAT returns with the TRA
- Monthly withholding tax processing and payments.
- Performing monthly VAT returns & EFD machine reports reconciliations as required by the TRA.
- Performing monthly sales/revenue reconciliations between VAT returns and Sales GLs.
- Preparing monthly schedules of Withholding tax payments

4. General Accounting

- Preparation of month end journals - Accruals, prepayments, Bad debts, Depreciation, Payroll etc.
- Performing Bank recons, Petty Cash and Management recons
- Assist with drafting finance related correspondences.
- Offering support on audits. Assist with collating information for external audits.
- Offering support on audits by other regulatory bodies such as WCF, NSSF and TRA.

- Maintaining local Fixed Asset Register

Interim Auditor

Date: August 2019 – July 2020

Organization: National Audit Office (NAOT)

Work performed:

- Ensuring the clients financial statements comply with the relevant provision of accounting standards.
- Ensuring the clients financial statements depict a true and fair view of the company's financial position.
- Complying with the Auditing standards when performing audit.
- Adhering to the code of ethics and code of professional conduct.
- Vouching and verifications.
- Preparation of audit engagement letters.
- Review of audit planning.
- Preparation of quality control checklists.

Key achievements

- As a Sales Supporting officer I was able to perform all my duties on a timely manner. Being a good team player and a bridge between zones, branches and head office.
- As an Accountant I was able to meet all my duties within deadlines and associate better with other colleagues.
- As an audit trainee I was able to perform all the assigned duties on time and this have resulted to increased efficiency in the respective department.
- Organized events with my team (as an event committee manager in the Tax club IAA) which accommodated more than 100 university students.

Skills, Interest and Language

- Languages: Fluent in English and Swahili.
- Computer skills: Microsoft applications and SQL
- Accounting Skills: Accounting packages such as QuickBooks, Sage and Tally. IFRS's and IPSAS and ISA's.
- Interpersonal skills: Detail Oriented, excellent analytical skills, Mathematical skills, Negotiation Skills, Multitasking skills and Good communication skills.
- Personal Interest and Hobbies: Sports and Social Engagements.
- Problem solving skills.
- Sales Skills

Referees

GETRUDE MALLYA

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