

# CURRICULUM VITAE (CV)

## PERSONAL INFORMATION

<b>Surname</b>	:	Abel
<b>First Names</b>	:	Frank
<b>Date of Birth</b>	:	30 <sup>th</sup> Nov 1985
<b>Sex</b>	:	Male
<b>Marital Status</b>	:	Married
<b>Nationality</b>	:	Tanzanian
<b>Language Proficiency</b>	:	Swahili and English

## CONTACT ADDRESS

Frank Abel  
P. O. Box 8697  
Dar es Salaam  
E-mail: [abelfrank54@yahoo.com](mailto:abelfrank54@yahoo.com)  
Cell Phone: +255 753 732 355

## EDUCATION PROFILE

- **The National Board of Accountants and Auditors (NBAA)**  
Certified Public Accountant (CPA)-November 2012.
- **Tanzania Institute of Accountancy(TIA)** - October 2007 to July 2010  
**Awarded:** Advanced Diploma in Accountancy (Equivalent to Bachelor degree)
- **Kibiti Sec School** - May 2005 to March 2007  
**Awarded:** Advanced Certificate of Secondary Education (ACSEE)
- **Morembe Day Sec School** - January 2001 to November 2004  
**Awarded:** Certificate of Secondary Education (CSEE)
- **Butiama Primary School**-January 1994 to November 2000  
**Awarded:** Certificate of Primary Education.

## 1. BIOGRAPHY

Frank Abel is a qualified Accountant -CPA (T) with experience of more than 10 years in the field of Accounting and Finance for both profit making and nonprofit making organizations. He started his carrier in 2011 at Bayport Financial Service where he worked as Credit Analyst for 2 solid years. He also worked with Catholic Relief Services (CRS) as Country Operational Accountant where he served on various projects funded by different donors like United State Department of Agriculture (US-DA), Center for Decease Control (CDC) and USAIDS. After CRS, he joined COWI Tanzania as Finance Manager of Business Environment Strengthen in Tanzania Project (BEST-D). BEST-D was funded by Royal Danish Embassy through Danida and European Union.

Frank is now working with Amref Health Africa Tanzania as Programme Accountant of projects falling under three Programmes named Disease Control & Prevention (DCP), Reproductive, Maternal, Newborn and Child Health (RMNCH) and Capacity Building (CB). The project which he is working with are funded by different donors like CDC, Irish Aids, Global Affairs of Canada (GAC) and The National Lottery Club Fund (TNLCF) of United Kingdom.

Frank is team payer, result oriented, problem solver and a catalyst for spirit of team work. Away from work, Frank is trainer and a mentor of young peoples who want to discover and unleash their potential.

## 2. WORKING EXPERIENCE AND DUTIES PERFORMED

PERIOD	TITLE AND PLACE	KEY DUTIES AND RESPONSIBILITIES
01 <sup>st</sup> September 2020 to date	Program Accountant at Amref Health Africa Tanzania.	<ul style="list-style-type: none"><li>- Financial Management of 5 Projects as a finance focal person.</li><li>- Preparation of budget proposal for new projects.</li><li>- Management of finances of subgrantee of F</li><li>- Supervise Financial Management of subgrantees</li><li>- Preparation of donor project financial reports</li><li>- Supervise and manage projects audits</li><li>- Participate in internal and external audits of organization.</li><li>- Assist in setting grant management policies, and developing and enforcing procedures that assure transparency in the grants processes.</li><li>- Provide on-site mentorship to sub recipients and capacity development to them to plan, implement, monitor and report on grants awarded</li><li>- Provide operational support to project manages on grants expenditure management.</li><li>- Supervise Programme Assistance Accountants under my portfolio.</li><li>- Review and approval of payments and liquidation of staff and subgrantees</li><li>- Participate in organization annual budget preparation.</li></ul>

August 2014 to 30 Sept 2019.	Finance & Operational Manager COWI Tanzania-BEST Dialogue project.(DANIDA Funded project) ( <a href="http://www.best-dialogue.org">www.best-dialogue.org</a> )	<ul style="list-style-type: none"> <li>- Lead in the provision of financial management to BEST-Dialogue project</li> <li>- Leading in preparation of annual work plan and budget of BEST-Dialogue project</li> <li>- Ensure accurate and timely submission of financial reports to donor.</li> <li>- Coordinate and supervises the purchases of all office supplies and equipments</li> <li>- Ensure robust cash flows management of the BEST-Dialogue project</li> <li>- Provide oversight on compliance with statutory requirements e. g tax and pension fund deductions</li> </ul>
April 2013 to July 2014	Country Operational Accountant. Catholic Relief Services (CRS)	<ul style="list-style-type: none"> <li>- Coordinate all daily operations in Finance Department including review of all payment to ensure compliance with the organization policy.</li> <li>- Conduct grantee's financial management review</li> <li>- Prepare payroll and associated deductions.</li> <li>- Management of cash flow of the organization.</li> <li>- Participate in Audit of projects and of the Organization.</li> </ul>
April 2011 to April 2013	Bayport financial service as Credit Collection Analyst.	<ul style="list-style-type: none"> <li>- Monitor Branches loan installment collection process</li> <li>- Analyze company credit risk and suggesting method to mitigate them.</li> </ul>
July 2010 to March 2011	G & N Business Consultancy	<ul style="list-style-type: none"> <li>- Preparation of financial statement for customers loan purpose and TRA requirements</li> <li>- Performing auditing services to clients</li> </ul>

### 3. TRAINING AND OTHER SKILLS

- Computer skills – Navision accounting package, Sun system, Microsoft word and Microsoft excel.
- Attending different professional trainings from National Board of Accountants and Auditors (NBAA).

### 4. HOBBIES (PERSONAL ATTRIBUTES)

Reading books, listening Music, Watching Television and teaching (Knowledge transfer)

## 5. REFEREES

Baraka Mbonalibha  
Managing Partner  
Kreston Kairos Certified Public Accountant  
Email address: [bmbonalibha@kairos.co.tz](mailto:bmbonalibha@kairos.co.tz)  
**Phone No: 0715 305 790**

Kasoga Kasika  
Audit Manager  
CJ Financial Consultants  
Email address: [kasogakasika@gmail.com](mailto:kasogakasika@gmail.com)  
**Phone No: 0763 96 96 06**

Miriam Kavishe  
Human resource and Administration officer  
COWI- Tanzania  
Email address: [mhke@cowi.com](mailto:mhke@cowi.com)  
**Phone No: 0754 222413**