

CURRICULUM VITAE

PERSONAL DETAILS

Full Name: Allen Roman
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Gender: Male
Age: 30 year
Nationality: Tanzanian
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EDUCATION HISTORY

Jun 2022 – Current Project Management Profession (PMP)
Project Management Institute (PMI)
May 2016 - Nov 2017 Certified Public Accountant; CPA (T)
National Board Accountants and Auditors (NBAA)
Oct 2014- July 2017 Bachelor's degree in accountancy (Upper Second)
The Institute of Finance management (IFM)

PROFESSIONAL TRAINING & MEMBERSHIP

- Project management Institute (PMI-PMP)
- NBAA- National Board of Accounts and Auditors

KEY COMPETENCIES AND TECHNICAL SKILLS

- Financial Accounting & Reporting (IFRSs & IPASs)
- Budgeting & Forecasting
- Risk Management & Compliance
- Project Management and Planning
- Microsoft Tools Advance (Excel, Word, PowerPoint)

WORK EXPERIENCE – FINANCIAL MANAGEMENT & LEADERSHIP



Chief Accountant
June 2022 - Current
Tata International
International Trade & Development

Key Responsibilities and profile role (*including but not limited to*),

- Ensure timely monthly end closure and submit to HQ for Group reporting
- Manage company's cash flow on weekly basis and ensure company have sufficient USD & TZS to meet obligation.
- Review and Authorize payments on weekly basis (supplier payment, staff advance, government payment)
- Review all GL accounts (account payable & account receivable) transaction and ensure adhere to IFRS and IAS.

- Review Fixed asset register and ensure accuracy in depreciation, disposal and capitalization
- Review and approve all CREDIT & DEBIT NOTE
- Act as a custodian and take full ownership of all the financial records and ensure proper documentation for internal audit and TRA Audit.
- Participate in TRA audit and provide audit response to audit quarries
- Review bank and petty cash reconciliation on weekly basis.
- Ensure timely payment and filling of all statutory deduction and payment

WORK EXPERIENCE – FINANCIAL MANAGEMENT



Finance Analysts
December 2020 – May 2022
Yara Tanzania- Africa Business Unit
Finance- Customer Services

Key Responsibilities and profile role (*including but not limited to*),

Reporting & Budgeting & Planning,

- Prepare Monthly management reports, (EBITA report, Cash flow reports, and Profit & Loss report).
- Review and ensure appropriate cost allocation to the cost centers and accurate rate is applicable in cost sharing activities.
- Monitoring company's expenditure and ensure all spending are within the budget and seek approval for any adjustment.
- Support interim and annual audit (internal & external) by ensure auditors receive all the relevant information and attend audit queries.
- Prepare forecast expenditure and Assist head of department/project units in projection of department expenditure and consolidate for developing whole and annual projections.
- Act as a custodian of company fixed asset register and ensure disposal and additional are capitalized as per IAS 16 requirement.
- Review GL transaction ensure all transaction are accurate posted and adhere with company financial rules and regulation manual, IAS and IFRS.
- Ensure all statutory payment are done within due date. (VAT, PAYE, WCF, Social Contributions, and Withholding Tax, City Service Levy).

WORK EXPERIENCE – EXTERNAL AUDITING



Senior Associate Auditor (External)
Basil & Alred
August 2017 – November 2020
Audit | Tax | Advisory Firm

During my tenure at Basil & Alred, I enrolled in auditing of the various organisation (*including but not limited to*),

- Financial Institutions
- Fast-Moving Consumer Goods Companies
- Poultry & Agriculture companies

- International Non-profit organization (Donor Funded Project)
- Media & Entertainment Companies

Key Responsibilities and profile role:

Planning and Supervision

- Assist audit manager to prepare the audit proposal and engagement letters
- Participate in planning and risk assessment of the client's internal control system.
- Liaising with the Audit Manager to design and develop working paper to collect audit evidence and issue the management letter
- Assist audit manager to supervise and coach audit juniors

Perform Audit Test & Compliance Review

- Review the internal control system of the client and determine whether the adopted controls are adequate and relevant for preventing and detecting misstatement in financial reporting and operation.
- Perform audit procedure (Physical Verification, Observation, Vouching, Confirmation, and Inquiry) to test the management assertion (Existence, Occurrence, Cut-Off, Valuation, Completeness and Valuation) on financial statement section.
- Review the billing (invoicing) process and revenue recognition process to ensure its comply with IFRSs 15
- Review the trade receivable and test for impairment against provisional made by management if they adhere to IFRS 9.
- Review the compliance of tax rules and regulation applicable in Tanzania, i.e. VAT return, EFD regulation, City services levy, withholding taxes, Corporate Tax and Statutory deduction (PAYE, Social Contribution, SDL, WCF)
- Review Fixed Asset register and ensure depreciation charged is correct, disposal and additional
- Attend annual stock taking and perform reconciliation physical against system stock
- Review all the intercompany transaction, ensure disclosure, measurement and presentation is in line with IAS 24

Reporting & Deliverables & Achievement

- Management letter.
- Audited Financial report
- Improve Internal control system (Payment process, Segregation of Duties)
- Improve Documentation of the financial records (Google drive, share-point)

INTERESTS AND ACTIVITIES

- Football and Travelling

REFEREES

Mr. Jeremiah Mmbando
Senior Manager - Audit
Basil & Alred
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Mrs. AnnaGrace Usangira,
Financial Controller
Yara International
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