

P.O.Box 735,  
Usa River, Arusha. Tanzania

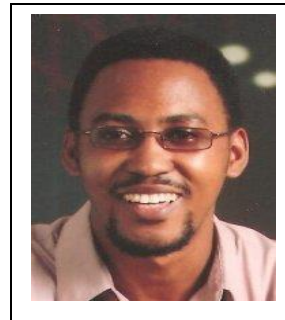
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**BEATUS LOUIS MLINGI**

**BBA.** (Business Administration in Accounting/ Management)

### Personal Details

Forenames	:	Beatus, Louis
Surname	:	Mlingi
Date of Birth	:	20 April 1981
Age	:	39 years
Sex	:	Male
Place of Birth	:	Kilimanjaro.
Nationality	:	Tanzanian
Marital status	:	Married
Religion	:	Christian



### Languages

**Swahili** (Native speaker)  
**English** (Fluent)

### Career Objectives

Human Resources, Business Management, Fundraising, Research, Accounting, Business & Project Development and Management.

### Developed Skills and Competence

Strong, problem-solver, critical thinker, conceptualisation, realisation, organisation and research skills. Comfortable in unstructured or loosely structured developing firms, research and development oriented in environments where initiative, creativity and individual exploration and action are encouraged. A keen team player who consults all levels in decision-making and pushes to produce high self set targets in most enterprises in an organization.

### Computer Proficiency:

General; MS Word, Excel, Power point, Office, QuickBooks, Sun, MYOB Accounting Systems, E-mail and Internet.

### Extra curriculum activities

- Writer – Reviewer at the Online Book Club - <https://onlinebookclub.org/reviews/by-beatus.html>  
Wrote for the Arusha Times Society page (“Let’s think about it”); Tutoke magazine- Tanzania in numbers, Zanzibar- To the sun, sand and skies, Coffee – Africa originated beverage and Tanzania’s Pride.
- Soccer, Basketball
- Computers and Cultural exchange
- Reading and Watching TV.

### **PROFILE**

Highly qualified graduate, offering an outstanding academic background with vast hands.

Proven self-starter, aggressive, and principled team player who loves his job. Can work with very minimum supervision in all areas. Ability to learn new skills very fast, curious, ambitious, and enthusiastic.

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## Summary of Work Experience

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- **Ministry of education and vocational training - 2004 – 2006**
  - **Station:** Mawenzi secondary school, Moshi.
  - **Place:** Kilimanjaro
  - **Duties:** O- Level Chemistry/Biology teacher and Head of Sports Department.

- **River gardens Limited: October 2010 – May 2011**

**Position: Chief Accountant**

**Role and Responsibilities**

- Bookkeeping;
- Cash and bank account management;
- Cash Flow management;
- Invoicing and receipting;
- Procurement and receiving management;
- Project accounting;
- Account review and reconciliation;
- Prepare final accounts for auditing;
- Compliance with statutory requirements;
- Payroll and Human Resource functions as assigned;
- Periodic financial reporting to management;
- Investment and financing administration.

- **MOHS Ltd – 2011 –2012**

**Position: Country Manager**

**Role and responsibilities**

**Position: Country Manager**

- Liaise with Associates and Government and oversee every project and assignments
- Human Resources Management and Financial Management
- Monitoring and Evaluation and Project planning
- Events Management and Marketing Campaigns
- Maintain Quality of services
- Regulatory compliance, Business Proposals and Planning
- Training and Team Building and Sales Skills Development

- **Beatruth Ltd – 2011 – 2019**

**Position: Director**

**Role and Responsibilities:**

- Plan and formulate the Company Strategy
- Human Resources and Operations Management
- Maintain Quality of Services for Medium and Small Entrepreneurs
- Regulatory compliance for NGOs and Corporations in the Company's Clients' Portfolio
- Manage Social Responsibility for Corporate Clients
- Research, Training and Management in Horticulture, Tourism, Education and Manufacturing
- Liaise with associates and oversee every project and assignments
  - Companies and Institutions Worked For include:-
    - TAHA – Worked on a feasibility of box packaging usage focusing on horticulture products and Training of Farmers on Agribusiness and Project Management.
    - TCCIA – Championed the Arusha We Want initiative as a member of the think tank committee where I Co-Chaired the joint Arusha Master plan Committee. I also participated in designing an advocacy campaign to reduce levy for small business owners in Arusha.
    - THE SENEREMA FOUNDATION – I worked with Municipal and District Directors as well as the Youth and Women Department to facilitate a 12-months Youth Entrepreneurship Program (YEP). To alleviate poverty and enable youth to employ themselves the program included training on Computer skills, Idea Generation, Business Planning (FMCG, Agriculture, Poultry, etc.), Management, Record Keeping, and Banking.
    - Other Companies I worked with include Moivaro Lodges and Tented Camps, The Christian Mission Foundation, Darsh Industries LTD among others.

- **Rotary club of Arusha – Golden Sunrise: 2010 – 2012**

**Position: President**

**Role and Responsibilities:**

- Sustain and/ or increase club membership base
  - Implement successful projects that communicate the needs of its community and communities in other countries
  - Support the Rotary Foundation through both program participation and financial contributions
  - Develop leaders capable of serving in Rotary beyond the club level
- **Dr. Louis Bernard Shule Charity Foundation – November 2009-2019**

**Position: Secretary of the Board of Trustees**

**Role and Responsibilities**

- Maintains records of the board and ensures effective management of organization's records.

*Beatus L. Mlingi CV*

- Manages minutes of board meetings
- Ensures minutes are distributed to members shortly after each meeting
- Is sufficiently familiar with legal documents (articles, by-laws, letters, etc.) to note applicability during meetings.
- Ensures that proper notification is given of directors and members' meetings as specified in the constitution.
- Manages the general correspondence of the Board of Directors except for such correspondence assigned to others.
- Oversee record keeping of meetings, policies, activities, membership and any other records required by law.
- Oversee minutes of all meetings and teleconferences of the Board of Trustees as well as the annual general meeting.
- Within a reasonable period after a meeting, provide the Board with minutes, including a list of motions made and voting results.
- Review the policies of the corporation and present to the Board any policies that may have to be amended, rescinded or reaffirmed.
- Certify actions taken by the Board.

## **JEFRA KILIMANJARO COMPANY LIMITED 2015 – 2017**

### **Position: Chief Finance and Operations Officer**

#### **Role and Responsibilities**

- Provide day to day oversight of and maintenance of financial and accounting aspects of program operations
  - Manage all bookkeeping, bank accounts and cash flow to ensure sufficient funds are available for effective and efficient project implementation
  - Prepare monthly payroll and related payments (NSSF, PAYE & SDL) and comply with local taxation laws (i.e. VAT) and other relevant legislation (i.e. BRELLA).
  - Created and set up Customer Support Service Department and Post Sales engagement Team and operations management
  - Participate in strategic operational aspects i.e production planning, stock maintenance, and Training
  - Customer accounts review and reconciliation
- **Village to Village Tanzania | Share Tanzania – June 2019-September 2019**

### **Position: Assistant Director - Operations**

#### **Role and Responsibilities**

- Oversee the office functions, including HR, Accounting (budgeting) and Donation Management – and supervise the leaders of each department.
- Oversee the social work and outreach functions.

- Oversee the homes for children with special needs and the orphanage for the formerly street-involved children.
  - Oversee the Animal rescue department functions – Dogs welfare and the management of their sponsors and donations.
  - Work with the Executive Director to link fundraising with identified children needing the NGO's support.
  - Monitor continuous improvement within all areas of the organization.
  - Liaise with external Tanzanian authorities where required for compliance purposes particularly with The Child's Act.
  - Preparation of Project proposals for funding as well as managing and reporting on the same to the partner organizations as well as donors.
  - Oversee all the Organization's social media platforms in terms of updates and engaging content according with the NGO's policies.
- **Intelligence Securico LTD – December, 2019-December, 2020**

**Position: Regional Branch Manager - DSM**

**Role and Responsibilities**

- Responsible for overall operational, accounting, manpower, technical and administrative duties.
  - Preparation of periodic branch reports to be submitted to the General Manager and any other reports within agreed deadlines and for the timely recording of all transactions from the Branch.
  - To profitably run the branch while adhering to the company rules, regulations and policies.
  - Enhance and grow sales of the branch in all products and services rendered by the company.
  - Personally keep the debtors on check and make sure the credit department follows up adequately to maximize collection.
  - Control branch cash flow by prudent approvals of all cash payment requests in the branch.
  - Responsible for the achievement of proportioned budget control within the branch and to restrict expenditure to authorized limits
  - Ensure through effective supervision to reduce incidents of theft that cause liability to the company.
  - Preparing the annual branch budget, updating the forecast and comparing the same with actual performance.
  - Continuously evaluate the risk to the client and adjust the service to mitigate the same
  - To ensure that all reported incidents are investigated and that construct meaningful and timely feedback is given to all clients and the management.
  - To ensure that all client complaints receive your personal attention at the highest level and are concluded within the prescribed time.
  - Maintain good discipline through good leadership practices and the judicious application of the Disciplinary Code
- **SEED Tanzania – November 1<sup>st</sup> 2021 – To Date**

**Position: Chief Executive Officer**

**Roles and Responsibilities**

## **General Responsibilities**

- 1) **Board Governance:** Works with board in order to fulfill the organization mission.
  - Responsible for leading SEED Tanzania in a manner that supports and guides the organization's mission as defined by the Board of Directors.
  - Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
  - Responsible for preparing, documenting regular meetings of the Board of Directors and the Member's Annual General Meeting.
- 2) **Financial Performance and Viability:** Develops resources sufficient to ensure the financial health of the organization.
  - Responsible for fundraising and developing other revenues necessary to support SEED Tanzania's mission.
  - Responsible for the fiscal integrity of SEED Tanzania, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
  - Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- 3) **Organization Mission and Strategy:** Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.
  - Responsible for implementation of SEED Tanzania's programs that carry out the organization's mission.
  - Responsible for strategic planning to ensure that SEED Tanzania can successfully fulfill its Mission into the future.
  - Responsible for the enhancement of SEED Tanzania's image by being active and visible in the community and by working closely with other professional, civic and private organizations.
- 4) **Organization Operations:** Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.
  - Responsible for the hiring and retention of competent, qualified staff.
  - Responsible effective administration of SEED Tanzania operations.
  - Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

- **Seminar(s) attended:**

- **Theme: Designing of Accounting System**

Date: 28<sup>th</sup> April 2008

Venue: NBAA Mhasibu House – Dar-es-Salaam

Award: Certificate of Participation

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- **Grant W. Inning Research Proposal and Project Management Seminar:**  
(Project planning; Proposal Writing)  
  
**Date:** 20<sup>th</sup> April – 15<sup>th</sup> May 2009  
  
**Venue:** University of Arusha- Main Campus  
  
**Award:** Certificate of participation
- **Accounting Packaging Seminar:**  
(Quick Books 2007; Sun Accounting System; MYOB Premier Accounting '06)  
  
**Date:** May 10<sup>th</sup> ,2009-June 5<sup>th</sup> 2009  
  
**Venue:** University of Arusha- Main Campus  
  
**Award:** Certificate of participation
- **Training of Trainers for Business Development Services providers**  
**Date:** 16<sup>th</sup> August – 19<sup>th</sup> August 2010  
  
**Venue:** The East African Hotel – Arusha  
  
**Award:** Certificate of participation
- **Memberships.**
  - Tanzania Professionals Network (TPN)
  - The Rotary Foundation
  - Dr. Louis Bernard Shule Charity Foundation
  - Arusha- UDEC Business Network

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**Professional and Academic Qualifications:**

2006 – 2009	University of Eastern Africa Baraton BBA- Accounting/ Management	Eldoret, Kenya
1999 – 2001	Moshi High School	Kilimanjaro, Tanzania
1995 – 1998	Mzizima Secondary School	Dar-es-Salaam, Tanzania
1987-1993	Oyster bay Primary School	Dar-es-Salaam, Tanzania

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**Responsibilities:**

- **Teacher and Head of Sports Department** – Mawenzi Sec. School - 2004 - 2006
  - **Secretary Board of Trustees-** Dr. Louis Bernard Shule Foundation –2009 - 2019
  - **President-** Rotary club of Arusha – Golden Sunrise: Jan 2011 – Dec 2012
  - **Chief Accountant** - River gardens Limited: October 2010 – May 2011
  - **Country Manager** – MHOS – August 2011 – January 2012
  - **Director** -Beatruth Ltd – November 2011 – January 2019
  - **Chairman** - Arusha Master Plan Joint Committee – February 2012 – February 2013
  - **Assistant Director** – Operations – June, 2019 – September, 2019
  - **Regional Branch Manager** – DSM – December, 2019 – December, 2020
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