

## **NYEMBO KIGOMBEY**

Postgraduate Diploma in Entrepreneurship & Enterprise Development,  
Advanced Diploma in Accountancy

### **Residential Address**

House No. 600, BNJ Boko  
Rubinga Street, Block D, Boko  
**Kinondoni, Dar es Salaam, Tanzania**  
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### **SUMMARY OF QUALIFICATIONS**

- *Good interpersonal and communication skills.*
- *Experienced in Accounting, Auditing, Finance and related areas.*
- *Experienced in project formulation, planning, management, monitoring and control.*
- *Extensive experience in marketing in the business and investments.*
- *Extensive knowledge on real estate planning, investments and management.*
- *Travelled in Africa (Kenya, Burundi, Zambia, Botswana, Zimbabwe, South Africa), China for visit, training and business.*

### **PERSONAL INFORMATION**

Date of Birth	:	September 26, 1976
Nationality	:	Tanzanian
Marital Status	:	Married
Languages:	:	Fluent in English and Swahili

### **EDUCATION**

#### ***University of Dar es Salaam***

***2007 - 2010***

- Successfully completed a Postgraduate Diploma in Entrepreneurship and Enterprise Development (PGDEED)

#### ***College of Business Education (CBE) Dar es Salaam***

***1999 - 2003***

- Successfully completed Advanced Diploma in Accountancy (ADA)

#### ***Pre-University Education***

- Advanced Certificate of Sec. Education, Kinondoni High School ***1996 – 1998***
- Ordinary Certificate of Secondary Education, NIT Sec. School ***1992 – 1995***

## **WORK EXPERIENCE**

**Accountant, Ubungo Plaza Limited**

**September 2006 – To-date**

### **Governance Duties**

- Acting as CEO of the Ubungo Plaza in the absence of substantive CEO. Essentially, I know the Company's past, present and the future potential.
- Assisting the CEO in the preparation, presenting and defending of Investment Committee, Audit Committee, as well as Board of Director's Meeting Papers.

### **Management Duties**

- Assisting the CEO in the daily administration of the Office, in terms of personnel administration and management of all operational matters and communications.
- Preparation of Annual Plan & Budget, Business Plan for approval by relevant authorities
- Member, UPL Tender Board.

### **Accounting**

- Management of the Plan & Budget of the Company, and preparation of resultant reports
- Receiving and paying out cash and cheques
- Maintaining of accurate accounts records
- Preparation of monthly/quarterly financial reports
- Filling and timely submission of VAT returns and other tax returns e.g. Property tax, Provisional tax, Returns to BRELA, City Service Levy etc
- Read, certify on behalf of the Company and sign the Lease Agreement between Ubungo Plaza Limited and the Tenants
- To prepare Final Accounts of the Company, and working with Auditors.

## **SEMINARS AND COURSES ATTENDED**

- December, 2018 Successfully attended an NBAA Seminar on "Accountancy Opportunities and Challenges Towards Professional Development and Service Delivery" held at APC-Bunju.
- December, 2017 Successfully attended an NBAA Seminar on "Accountants' Obligations in the 21<sup>st</sup> Century" held at APC-Bunju.

- December, 2016 Successfully attended an NBAA Seminar on “Accounting Standards for Small and Medium-sized Entities” held at AICC, Arusha.
- October, 2014 Successfully attended an NBAA Seminar on “Laws and Regulations” held in Zanzibar.
- December, 2012 Successfully attended a Seminar on Risk Management conducted by the Institute of Internal Auditors” held in Dar es Salaam.
- September, 2011 Successfully attended an NBAA Seminar on “Seminar for Executive and Decision Makers” held at Zanzibar Beach Resort.
- July, 2008 Successfully attended a “Workshop on Follow-up Marketing conducted by In Went, Capacity Building International; Germany, held in Kibaha, Tanzania.

### **COMPUTER SKILLS**

- Working computer literate
- Software experience; WORD PERFECT, MS Excel, MS Word, Internet, and Power Point & Microsoft Project.
- Tally and MYOB Accounting packages proficiency.

### **STUDY TOURS**

- 14<sup>th</sup> –18<sup>th</sup> September, 2003 Leader of CBE students delegation attended a Commercial-bias workshop to the Midland Graduate Institute (MGI) Johannesburg in South Africa.

### **CONTRIBUTIONS AND PARTICIPATION**

- Member of College of Business Education Students Organization (COBESO) 1999 – 2003
- Member of University of Dar es Salaam Students Organization (DARUSO) 2007 – 2010
- Participated in the 27<sup>th</sup> of SHIMIVUTA Games in Dodoma from 27/12/2002 to 5/01/2003.
- Attended training – UCLAS, PMO, and USAID on Disaster Management from 2<sup>nd</sup> May to 14<sup>th</sup> May 2003.

## **PERSONAL QUALITIES**

Easy to learn, energetic, good personality and interpersonal skills, neat, charming, self motivated and dedicated to work under tight schedules and minimum supervision.

## **ACTIVITIES AND INTERESTS**

- Interested in international news, trade, economics and policy analysis
- Attending intellectual panel discussions
- Reading News papers, Novels and Magazines
- Playing and watching Football and Basketball

## **REFEREES**

1. Mr. Mrisho Yassin,  
Chief Executive Officer,  
Swissport Tanzania Plc,  
P.O. Box 18043,  
**DAR ES SALAAM.**

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2. Mr. Godfrey Ngonyani,  
Director of Internal Audit,  
National Social Security Fund,  
P. O. Box 1302,  
**DAR ES SALAAM.**

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3. Dr. Benhajj Masoud (Judge),  
Principal,  
The Law School of Tanzania,  
P. O. Box 9422,  
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