

CURRICULUM VITAE

1.0 PERSONAL PARTICULARS

- 1.1 Full name : Ally H. Shemtawa
 1.2 Mailing Address : P. O. Box 2857 Dodoma, Tanzania.
 1.3 E-mail address : allyshemtawa@gmail.com
 1.4 Phone Number(s) : Cell: +255 715 443 518/ +255754443518

2.0 QUALIFICATIONS, SKILLS AND COMPETENCE

2.1 PROFESSIONAL QUALIFICATION AND REGISTRATION

| SN | QUALIFICATION AND REGISTRATION | DATE | INSTITUTION |
|----|---|-----------|-------------|
| 1 | Associate Certified Public Accountant -ACPA | May 2018 | NBAA |
| 2. | Diploma in IPSAS | July 2016 | NBAA |
| 3 | Certified Public Accountant –CPA (T) | Nov 2013 | NBAA |

2.2 COLLEGE EDUCATION

| S N | QUALIFICATION | DATE | INSTITUTION |
|--------|---------------------------------------|-----------|-------------|
| 1 | Advanced Diploma in Accountancy (ADA) | 2004-2007 | IFM-DSM |

2.3 ACADEMIC QUALIFICATION

| SN | QUALIFICATION | DATE | INSTITUTION |
|----|--------------------------------------|-----------|---------------------|
| 1 | Advanced Level Secondary Certificate | 2001-2003 | Magamba Sec. School |
| 2 | Ordinary Level Secondary Certificate | 1997-2000 | Handeni Sec. School |

3.0 PROFESSIONAL WORK EXPERIENCE

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| 3.1 | Senior Accountant: Reporting to Principal Accountant with responsibility: to supervise and guide subordinates, to monitor and control all accounts payable for the Authority, to prepare time-based reports on financial performance, to ensure that all finance functions are carried out on time and accordance to financial standards, to ensure timely and effective provision of financial | October, 2019 to date | Energy and Water Utilities Regulatory Authority (EWURA) |
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| | <p>services to the Authority, to monitor and ensure prudent management of the Authority's resources including records keeping and utilization, to coordinate development, review and application of financial systems and procedures.</p> <p>Achievements;</p> <ul style="list-style-type: none"> • Managed TZS 52.7 billion budget for the financial year 2020/2021 by comparing it with actual amounts so that it helped to prepare realistic budget of TZS 56 billion for the financial year 2021/2022. • Prepared financial statements for the year 2020/2021 in accordance with applicable requirements such as IPSAS that resulted to unqualified report from auditors. • Worked with my subordinates to achieve the assignment of reviewing useful life of the assets so as to write off long time audit queries. • Met all Board of Directors reporting deadlines. | | |
| 3.2 | <p>Accountant:</p> <p>Reporting to Chief Accountant with responsibility ; to ensure all payments are timely done to bonafide beneficiaries, to ensure all authorized payments have all required supporting documents, to make sure all supporting documents are well filed and kept safely ready for auditing, to monitor finance expenditures as per approved budget , to participate in preparing, implementing, monitoring and reviewing TMDA Budget., to prepare TMDA monthly, quarterly, semiannually and annually financial reports, to document, journalize and post payments transactions into Epicor system in order to update general ledger, to perform revenue account monthly bank reconciliations, to coordinate overall functions of audit, to coordinate training for Accountants and Managers, to participate in other directorate activities when invited.</p> <p>Achievements;</p> <ul style="list-style-type: none"> • Coordinated two capacity building training courses that enabled accountants and zone managers to efficiently manage public funds. • Initiated a procedure for the customers to directly deposit their funds to TMDA revenue accounts for the services they want which reduce the outstanding deposit by 90% • Decreased number of internal and external customers' complaints pertaining delayment of financial services by almost 30%. • Reduced number of audit from 25 to 10 queries and therefore received unqualified report. | March,2015 to October, 2019 | Tanzania Medicine and Drugs Authority (TMDA) |

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| 3.3 | <p>Staff Officer Finance</p> <p>Reporting to Zonal Financial Controller. My major responsibilities were to; examine invoices before payments, prepare payment voucher and cheques, prepare payroll and make payments for statutory deductions to the concerned authority, manage staff imprest (produce monthly report and make follow up on outstanding imprest), perform banking activities (keep bank signatories' lists, monitor NMB bank accounts using internet banking, ensure all cheque lists are sent to the bank on time, immediate bank all collected cash, keep bank associated documents at safe custody),perform monthly bank reconciliations, review and update TPDF fixed asset register .</p> <p>Achievements;</p> <ul style="list-style-type: none"> • Updated fixed asset register which led to reliable calculations of depreciation. • Mitigated the risk of transporting huge amount of cash from bank to the barracks by encouraging more than 200 staffs to open personal accounts at NMB for passing their salaries and allowances. • Reported status of issued imprests which decreases outstanding imprests by 20% • Implemented auditors' recommendations to reduce number of audit queries by 50% • Established businesses (a bar and a shop) that provided services to more than 200 staff in the barracks. • Submitted financial reports to head office on timely manner | Jan, 2009-Feb, 2015 | Tanzania Peoples Defense Forces (TPDF). |
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4.0 REFEREES

JEROME KIPESHA
FINANCE AND ACCOUNTS MANAGER
ENERGY AND WATER UTILITIES REGULATORY AUTHORITY
P.O.BOX 2857, DODOMA, TANZANIA
CONTACT: 0754 711 141/0622 711 141
Email: sebastian.kipsha@ewura.go.tz

NOEL MWAKABUNGU
RISK MANAGEMENT MANAGER
ENERGY AND WATER UTILITIES REGULATORY AUTHORITY
P.O.BOX 2857, DODOMA, TANZANIA
CONTACT: 0713 253 385/0758 809 721
Email: noel.mwakabungu@ewura.go.tz

PETER R. NYAHENDE
SENIOR ACCOUNTANT
DEFENCE AND NATIONAL SERVICE
P.O.BOX 2629, DODOMA, TANZANIA
CONTACT: 0784 226 623/ 0625 625 866
Email: peter.nyahende2@modans.go.tz

I certify that the above information are correct to the best of my knowledge.

Ally H. Shemtawa