

PHYLLICY J PUNJILA CURRICULLUM VITAE

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PERSONAL STATEMENT

I am an ambitious, independent youth who believes in hard work, integrity, teamwork, experience and most of all learning new things is a getaway to improvement and development. I am visionary focused and results oriented, good time manager capable of working on schedule, deadlines and having excellent communication skills, social interaction and networking. Have pursued Bachelor of Science in Accounting and Finance and currently a CPA (T) student in final stage.

PERSONAL DETAILS

Date of birth: **13.07.1992** Gender: **FEMALE** Marital status: **MARRIED** Nationality: **TANZANIAN**

Language Proficiency: **SWAHILI AND ENGLISH (fluently spoken and written)**

EDUCATION BACKGROUND AND QUALIFICATION.

2011-2014	Ardhi university	BSc in Accounting and Finance
2010-2009	St. Mary Goreti secondary school	Advanced certificate of secondary education -Division one
2008-2005	St. Mary Goreti secondary school	O-level Certificate of secondary education-Division one

WORKING EXPERIENCE











DATE	TRAINING	ORGANISATION	TASK PERFORMED
2016 to date	Project Accountant/ Programme Assistant Accountant	AMREF HEALTH AFRICA	<u>REPORTING</u> <ul style="list-style-type: none">• Preparation of accurate and timely Financial Reports for allocated projects.• Responding to donor's requirements and queries on financial reports submitted• Monitoring & Analysis monthly cash balance of the various projects.• Grant Reconciliation i.e Reconciling of Income transferred by donor as per contract Vs Expenditures of the project on the organization books.• Monitoring of the project Implementation to meet donor requirements. <u>BUDGETING</u> <ul style="list-style-type: none">• Development of Proposal Budgets.• Preparation for the Justifications of the Proposal Budgets.• Preparation of annual Budgets for the projects in liaison with the project Managers in line with the Work plan• Loading of the Budgets On the Accounting System• Revision of the Budget for Implementation for Flexing to accommodate any changes that has been approved by donor.

			<ul style="list-style-type: none"> Monitoring of the Budget for implementation to meet the available donor Funds. <p><u>PAYMENTS</u></p> <ul style="list-style-type: none"> Preparation of fund transfer to Partners Preparation of Interbank transfer for preparation of payments to be made. Preparation of Monthly allowances/Salaries for the Sub recipients of the project. Approval & Process staff Advances for Activity Implementation. Initiating of Processing mpesa Payments for the Activity Beneficiaries. Review of staff retirements from activity implementation by checking all supportive documentations attached. Processing of Suppliers Payments from Purchase Requisition to Purchase order until Final payment by checking if Payments to suppliers have all the required Documents and procedures followed i.e. EFD Receipts attached, attendants attached, LPO, and Good Received Notes etc. <p><u>AUDITING</u></p> <ul style="list-style-type: none"> Provision of Review Documents required by auditors, Assist in responding to Auditors Queries and clarification Participation in internal audits. <p><u>OTHER DUTIES</u></p> <ul style="list-style-type: none"> Assist on preparation of Cheque payments Recording of receipts on timely and accurately Preparation of data and Posting of Retirements, Payment Vouchers, Journal vouchers, Projects Budgets and Recoveries of the organization. Participate in Evaluation of Supplier bids through site visits and preliminary evaluation Trainer of Trainees on the Navision Accounting System. Staff Account Allocation and Clearance of Staff Debtors Support in Fundraising activities..
2014 to 2016	Assistant Accountant	CPI INTERNATIONAL LIMITED	<ul style="list-style-type: none"> -Manage all payments and receipts of the office -Preparation and meeting of all statutory regulatory deadlines filing and submissions as required -Management of payroll -Management of asset register, record keeping of accounting documents and records -Daily posting of transactions in their respective accounts and producing required reports timely.
2012	Accountant Assistant Trainee	PPF PENSIONS FUND	<ul style="list-style-type: none"> -Bank reconciliation -Issuing of receipts and payment vouchers -Filing of the accounting documents for reference -Practical application of accounting standards

2013	Credit Controller	TANZANIA BREWERIES LIMITED (TBL)	<ul style="list-style-type: none"> -Preparation of regional credit reports -Participation on Debtors Management; Maximization of Sales Minimization of Credit Risks and Maintaining good Customer Services -Order processing until delivery of the product to the customer.
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ACHIEVEMENT FROM WORKING EXPERIENCE

- ❖ Learnt time management, meeting deadlines, demonstration of excellent communication skills and as well as coordination of activities of each unit towards achieving the goals of a company
- ❖ Practical application of Computer literacy in general and in accounting profession i.e. the use of accounting packages in simplifying the accountants' work and improving accuracy. Especially SUN accounting system
- ❖ Application and use of International financial reporting standards|(IFRS)
- ❖ Team work & self-drive spirit to work.
- ❖ Experience working on multinational currencies projects funded by various donors

PROJECT	DONOR	YEARS
 KIJANA WA LEO PROJECT	UK FUNDED	3YRS
 INTERGRATED ARP/WASH	NETHERLANDS FUNDED	5YRS
 ELEARNING PROJECT	GSK FUNDED	5YRS
 GLOBAL HEALTH SECURITY	USAID FUNDED(CDC)	5YRS
 HEALTH SYSTEM ADVOCACY	NETHERLANDS FUNDED	5YRS
 JENGA UWEZO	IRISH AID FUNDED	1YR
 TUWATUMIE	IRISH AID FUNDED	1YR
 USTAWI WA MWANAMKE	IRISH AID FUNDED	1YR
 OUTREACH SERVICES	NETHERLANDS FUNDED	5YRS
 STAND UP FOR AFRICAN MOTHERS	FUNDRAISING PROJECT	7YRS

PROFESSIONAL TRAINING AND WORKSHOP

2012 18 TH Jan 2014	Bridge Project Business students conference	AIIESEC UDSM University of Dar Es salaam Business school (ACCOUNTING ASSOCIATION OF DAR ES SALAAM UNIVERSITY(AADU))
31 ST march-20 th june 2014	Student Training for Entrepreneurial Promotion(STEP)	University of Dar es Salaam Entrepreneurship Centre (UDEC)
5 TH APRIL 2014	3 RD East African Business Forum	Dar es Salaam University Finance association(DUFA)

MEMBERSHIP AND AFFILIATIONS

2013-2014	Career fair –Business Development Team member	AIIESEC-INTERNATIONAL YOUTH ORGANISATION
2013 To date	Member	ARUAFA
2014 to date	Graduate	NATIONAL BOARD OF ACCOUNTANTS&AUDITORS (NBAA)

COMPUTER LITERACY

MICROCOMPUTER APPLICATIONS: MSWord, Ms Excel, MS PowerPoint and Internet,

ACCOUNTING PACKAGES: Tally, Quickbooks, MYOB AND Pastel& Partner, SUN Accounting System, Navision Accounting System.

EXTRA-CURRICULAR ACTIVITIES

Internet surfing, watching TV, listening to music, singing and participation in community activities

REFEREES

1. MR FRANK ABEL (AMREF HEALTH AFRICA) -SENIOR PROGRAMME ACCOUNTANT
Email:Frank.Abel@Amref.org Mobile no.+255753732355
2. LEAH KABALE (USAID/RTI Tusome Pamoja) –DIRECTOR OF FINANCE&OPERATIONS
Email:lkabale@rti.org ; leah.kabale@gmail.com Mobile no.+255754588311
3. MR JOEL MNONG'ONE- ZONAL ACCOUNTANT(PPF) P.O.BOX 150 MWANZA
Email:jmnong'one@ppftz.org Mobile no.+255754862905

DECLARATION

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualification, and my experience.



Phyllicy J Punjila,