
SALAMA MUSSA MUSHULE

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PROFESSIONAL SUMMARY

Knowledgeable Accountant proficient in laws and procedures governing business operations, audit assignments, tax filings and regulatory compliance. Handles detail-oriented work in methodical and organized fashion. Leverages field expertise, resourcefulness and diligence to make positive impact on business operations.

SKILLS

- Payroll management
- Tax Liabilities
- Management report
- Financial Projections
- Fixed deposits contracts Management
- Online banking transactions initiation
- Fixed Assets Management
- Financial Statements preparation and review
- Flexible and Adaptable
- Accounting Procedures Validation
- Bank Reconciliation

WORK HISTORY

Accountant, 04/2021 to Current

VICTORIA FINANCE PLC – DAR ES SALAAM, TANZANIA

- Documented cash, credit, fixed assets, accrued expenses and line of credit transactions.
- Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, cash and banking reconciliations.
- Reconciled accounts and reviewed expense data,
- Evaluated and improved accuracy and completeness of financial records.
- Supported monthly reporting analysis to achieve validation of internal reports and to reconcile production operations and general ledger.
- Tracked financial progress by creating quarterly and yearly financial information.
- Created budgets and forecasts for management group to meet regular accounting deadlines.
- Reviewed accounting structures and procedures on regular basis to identify areas in need of improvement.
- Gathered data on taxable income, deductibles and allowances for tax preparation.
- Prepared documents, reports and presentations for executives and board meetings
- Set up and improved accounting systems and processes to meet business needs and maximize operational success.
- Partnered with auditors on annual audits and realized compliance with governmental tax guidelines.
- Worked with Our sister company, an Insurance brokers company to issue commission receipts, prepare reports, prepare and remit taxes
- Prepared meeting minutes and compiled a report pack for management meetings

Finance Officer, 01/2018 to 12/2020

SIGHMAN SAFARI HAULAGE LTD – DAR ES SALAAM, TANZANIA

- Produced reports outlining financial data to assist management with making strategic plans and operational decisions.
- Analyzed financial statements against forecasts to prepare high-level variance analysis.
- Collaborated with team leaders to define standards, policies and procedures to meet company revenue goals.
- Verified compliance of financial policies and accounting procedures against federal regulations.
- Analyzed financial data regarding product performance and customer performance and developed reports for key stakeholders.
- Established and enforced controls on revenue and expenses to protect company assets.
- Protected company assets with strategic risk management approaches.
- Increased revenue by assisting with operations management, sales and marketing efforts.
- Consulted with representatives of regulatory agencies to complete accurate filings and uphold strict compliance.
- Mitigated process gaps and managed financial operational functions.
- Built and strengthened productive and valuable industry partnerships to drive collaboration, engagement and revenue stream development.
- Partnered with IT, business development and operations leadership to develop robust financial business plan with detailed benchmarks and action plans.
- Drove industry-leading profit increase by transforming production process and aligning sales targets to meet dynamic industry conditions.

Finance and Administration Officer, 01/2013 to 12/2017

PETROAFRICA (T) LTD – MBEYA, TANZANIA

- Processed purchase orders, service contracts and financial reports.
- Screened and transferred incoming calls, took down messages and transmitted information and documents to internal personnel.
- Aided colleagues, managers and customers through regular communication and assistance.
- Drafted and distributed invoices for outstanding payments.
- Managed team petty cash, purchase orders and account transactions.
- Managed daily payment processing and drafted related financial documents.
- Monitored and updated employee database and managed scheduling for team.
- Contributed to team goal-achievement by collaborating with staff to develop customer service improvement initiatives.
- Established workflow processes, monitored daily productivity and implemented modifications to improve overall performance of personnel.
- Implemented improved processes for data extraction with less errors and faster processing.
- Improved operations through schedule management of board meetings, travel itineraries and agenda plans.
- Coached employees through day-to-day work and complex problems.
- Maintained current and compliant financial records, monitoring and addressing variances through detailed analyses.
- Drove workflow improvements by streamlining processes.

- Established and developed strong administrative team by delivering ongoing coaching and motivation and fostering career advancement.
- Monitored and evaluated personnel performance to complete annual reviews, recommend advancement or address productivity concerns.
- Administered yearly budget to manage office requirements such as service contracts, postage costs and supply replenishment.

EDUCATION

BACHELOR OF COMMERCE IN ACCOUNTING: Accounting and Finance, 11/2012
THE UNIVERSITY OF DODOMA - DODOMA

02/2009

SONGEA GIRLS SECONDARY SCHOOL - SONGEA, RUVUMA, TANZANIA

CERTIFICATIONS

- CPA - Certified Public Accountant –NBAA TANZANIA

REFEREES

SIMON JUSTIN TARIMO

Chie finance officer

Victoria Finance Plc

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Finance and administration Officer

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JOHARI MUSSA

Finance officer

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