

## CURRICULUM VITAE

Name : Mgeta Mateja M.  
Date of Birth : 22<sup>nd</sup> April, 1983  
Place of Birth : Mara  
Nationality : Tanzanian  
Marital status : Married  
Gender : Male  
Language : English / Swahili, written and spoken  
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## EDUCATION BACKGROUND

INSTITUTION	AWARD	YEAR OBTAINED
Tanzania Institute of Accountancy (TIA)	Advanced Diploma in Accountancy	2006- 2009
Azania Secondary School	Advanced Certificate of secondary Education	2004-2006
Neluka Secondary School	Ordinary Certificate of Secondary Education	2000-2003

### Other awards:

- Commodity Dealer's Representative
- Derivatives Trader

Certificate in Securities whereby I am eligible for CMSA's License as

- Authorized Dealer's Representatives (ADR) or Licensed Dealing Members (LDM) under the Capital Markets and Securities Licensing Regulations of 1997; and
- Nominated Advisors Representative (NARs) under the Capital Markets and Securities (Nominated Advisers) Regulations 2010.

## **Other Skills**

**April 2013 – April 2014** Columnist - Mwananchi Newspaper - Business and Economic pullout, writing on Capital Markets issues every Thursday

## **Work Experience**

**March 2021- to Date** Founder and Chief Executive Officer of Rhino Roofing and Steel Ltd.

**Jan 2016 –March 2021** Head of Equities and Fixed Income at Zan Securities Ltd

### **Duties Performed:**

- Contributes to future strategy and seek new investment opportunities in line with strategic goals.
- Maintain Broker Dealer relationships to ensure proper coverage and best execution in fixed income
- Ongoing research on all related matters affecting the fixed income and multi-asset segment
- Maintain a broad knowledge base of the securities industry including: regulatory and market events, investment products, operational processes, operational methodologies and technology.
- Resolve registered representative concerns by obtaining details, identifying most efficient method of handling, and evaluating risks to all parties before taking action.
- Manage the transaction process, assessing the target organization and the impact of the deal.
- Equity capital markets: Advising clients on how much capital to raise from whom and when.
- Leads and motivate team, fostering a strong team spirit and instilling a sense of pride and accountability.

- Structuring marketing campaigns for transactions- IPO's and Private Placement transactions
- Maintain the highest levels of ethics, integrity and confidentiality in business dealings

**Jan 2014 –Dec 2015      Investment Analyst cum Trader at Zan Securities Ltd**

**Duties Performed:**

- Assist the investment unit set-up client and administer appropriate process to safeguard and facilitate clients' investments.
- Undertake investments in accordance with clients' investment policy statements, company policies, procedures and regulatory requirement.
- Conducting due diligence on companies and industries by reading and analyzing financial statements, regulatory and market and economic data.
- Execute agency and principal trades in stocks and bonds
- Keeping up to date with market and economic developments, new investment products and all other areas they can affect the markets.
- Providing periodic research reports for general public consumption and making recommendations to the investment committee or clients.
- To ensure frequent and regular interactions with clients and counterparties.
- Assist in ensuring that all compliance regulations are met.

**December 2011 – Dec 2013      Accountant at Mwananchi Communications Ltd**

**Reporting to:                      Management Accountant**

**Duties Performed:**

- Assisting in preparation of Management Accounts
- Preparing Newsprint Variance analysis report
- Preparation of Pagination Report
- Preparation of Contract printing and Mwanaspoti Kenya Profit and Loss
- Preparation of weekly performance report
- Newsprint Costing
- Preparing cost of Excess Returns
- Maintaining Fixed Assets Register
- Maintaining Staff Debtors
- Creating Asset number and running Depreciation in SAP system
- Maintaining provisions Schedules

- Analyzing Actual expenses against Budget
- Analyzing Actual revenue against Budget
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- Consolidating Market share report from Circulation and Advertising Departments
- Reconciliation of physical inventory to SAP system, every end month

**June 2009 - Nov 2011 Accountant cum Trader at Vertex International Securities Ltd**

**Duties Performed:**

- Execute agency and principal trades in stocks and bonds
- Establish and build partnerships with registered representatives of all distribution groups, clearing firm, and product sponsors.
- Assisting in preparation of Financial Reports
- Preparation of Management Accounts
- Processing Cash Book
- Monthly Bank Reconciliations
- Preparation of Payroll
- Preparing Statutory Returns and Contribution
  - Corporate Tax
  - P.A.Y.E and SDL
  - NSSF
- Maintaining Petty Cash

**Oct 2008- Jan 2009 Field attachment at Vertex Financial Services Ltd**

**Duties Performed:**

- Preparing Payment vouchers
- Writing Cheques
- Maintaining Petty Cash
- Assisting in preparation of payroll
- Processing Cash book
- Monthly Bank Reconciliations
- Selling Unit Trust of Tanzania Schemes: Watoto fund and Jikimu fund during their Initial Public Offering

**18<sup>th</sup> Aug - 9<sup>th</sup> Sept 2008**

Practical Exposure at Vertex International Securities Ltd

**Duty Performed:**

Selling NMB shares during its Initial Public Offering

**June- Aug 2007**

Practical Exposure at Vertex International Securities Ltd

**Duty Performed:**

Stock Brokerage issues; selling shares of listed Companies at Dar es Salaam Stock Exchange (DSE)

Invest Life Initial Public Offering (IPO)

**Computer Knowledge:**

SAP, Pastel Accounting Package, Power Point, Ms Word and Ms Excel.

**REFEREES:**

1. Pamela Nchimbi  
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