

Curriculum Vitae (CV)

Name: Francis Marwa Nyisungruta

Date of birth: 20th Of April, 1984 • Tanzanian • Male

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ACCOUNTING PROFESSIONAL

Highly motivated and enthusiastic professional with proven continuously experience in business bookkeeping, tax accounting (VAT Returns) and financial accounting, planning and budget forecasting, risk management and QMS steering team member. Reputation for investigating and resolving issues and constantly striving for process improvement. Independent, creative and critical thinker with sound judgment and strategic decision-making competencies as well as ability to prioritize and manage time effectively. Ability to work autonomously and as a team player. Proven ability to learn and master new skills and thoroughly. Adaptable to change and responds to challenges with confidence, determination and focus.

EDUCATION BACKGROUND

2007 – 2010: Sokoine University of Agriculture, Tanzania

- Bachelor of Arts in Accounting and Finance
- Upper Second Class

2005 - 2007: Umbwe Secondary School, Moshi, Kilimanjaro-Tanzania.

- Advanced Certificate of Secondary School (ECA)
- Division Two

2001 – 2004: Suba Secondary School, Tarime-Mara, Tanzania.

- Certificate of Secondary School
- Division Two

2011 – 2015: National Board of Accountants and Auditors, Dar Es Salaam – Tanzania

- Certificate of Certified Public Accountant-CPA (T)

SHORT COURSES/TRAINING

1. Professional Trainings

08th -12th February 2021: Auditax International at Nashera Hotel –Morogoro,Tanzania

- Certificate of Attendance

- 10 hours for Continuing Professional Development (24 CPD hours)

03rd – 05th December 2020: National Board of Accountants and Auditors (NBAA) at AICC Arusha – Tanzania

- Certificate of attendance
- 24 hours for Continuing Professional Development (24 CPD hours)

23rd -25th October 2019: National Board of Accountants and Auditors (NBAA) at Maraika Beach Hotel, Mwanza-Tanzania

- Certificate of Attendance
- 24 hours for Continuing Professional Development (24 CPD hours)

26th -28th October 2017: National Board of Accountants and Auditors (NBAA) at Maraika Beach Hotel, Mwanza-Tanzania

- Certificate of Attendance
- 24 hours for Continuing Professional Development (24 CPD hours)

18th – 20th January 2017: National Board of Accountants and Auditors (NBAA) at AICC Arusha – Tanzania

- Certificate of attendance
- 24 hours for Continuing Professional Development (24 CPD hours)

1st – 3rd December 2015: National Board of Accountants and Auditors (NBAA), at APC Hotel and Conference Centre- Bunju, Dar Es Salaam

- Certificate of Attendance,
- 24 hours for Continuing Professional Development (24 CPD hours)

2. Institutional Trainings

6th – 10th November 2017: Tanzania Social Security Association (TSSA), at Gold Crest Hotel, Arusha-Tanzania

- Certificate of Attendance

3. In house/Local Trainings

11th -16th January 2021: National Health Insurance Fund, at Iringa Regional Office, -Tanzania

- Six Days' Budget Officers' Training-Enterprise Resources Management System (ERMS)
- Signed Declaration Agreement of Attendance.

10th-14th February 2020: British Standards Institute, at LAPF Building, Dar Es Salaam-Tanzania

- ISO CORE TEAM TRAINING 10th-14th February 2020
- Certificate of Attendance

19th – 24th June 2017: National Health Insurance Fund, at LAPF Building, Dodoma-Tanzania

- Risk Champion Workshop 2016/16-Enterprise Risk Management to Risk Champions
- Signed Declaration Agreement of Attendance

13th -18th May 2017: National Health Insurance Fund, at Magadu Conference (JWTZ), Morogoro-Tanzania

- Accountants Training on various topics presented by different institutions to include:-Government Security Office (GSO), Tanzania Institute of Tax Administration, Prevention and Combating Corruption of Bureau (PCCB), National Board of Accountants and Auditors (NBAA), CoreTEC Systems and Solutions Ltd, Tanzania and NHIF itself.
- Signed Declaration Agreement of Attendance

20th -22nd February 2017: National Health Insurance Fund, at Tanzania Research Institute of Forestry (TRIOF) Conference, Morogoro-Tanzania

- Budget Officers' Training conducted by NHIF in Collaboration with the Ministry of Health, Community Development, Children, Elderly and Family Welfare and CoreTEC Systems and Solutions Ltd, Tanzania centered Preparation of Annual Budget in line with the Government Medium-Term Expenditure Framework (MTEF) and Activity Based Budgeting.
- Signed Declaration Agreement of Attendance

28th -02nd September 2015: National Health Insurance Fund, at Stella Maris Hotel, Bagamoyo-Tanzania

- Five Days' Accountants-Training on Microsoft Dynamics NAV 2015
- Signed Declaration Agreement of Attendance.

AFFILIATIONS

- National Board of Accountants and Auditors (NBAA), Member since 2011-Present

PROFESSIONAL WORK EXPERIENCE

National health Insurance Fund (NHIF): This is a Social Health Insurance Scheme established by CAP 395 with the main objective of ensuring accessibility of health care services to all Tanzanians. It's headquarter is in Dar Es Salaam at Kurasini-Bendera Tatu by the Post Address: P.O. Box 11360, Dar Es Salaam.

01st October 2012 – Present: Regional Accountant (cum-Payables and Receipts)

Responsible for:-

- Monitoring expenditure trends,
- Prepares payments in accordance with financial regulations and approved budgets,
- Maintaining non-current assets register,
- Preparing periodic financial reports,
- Prepares payments vouchers in accordance with the laid down policies and procedures,
- Keeps accounting records related to contributions, investment and other income,
- Prepares bank reconciliation for all regional branch bank accounts,
- Monitoring staff debtors' accounts,
- Monthly VAT Return preparation,
- Providing support Internal Auditors and External Auditors,
- Monitoring and controlling inventory management (i. e receiving, issuing, stock taking -both physical and on system)
- Procurements Management,
- Planning and Budget forecasts and preparation,
- Filing and maintenance of various Financial documents
- Risk management,
- Overseer for Regional ISO implementation,
- Performs any other related duties as may be assigned by the immediate supervisor.

Bonite Bottlers Ltd, A franchise of Coca cola Company, and subsidiary of Moshi Industrial Project Promotions (IPP), located at Shirimatunda area, Moshi, Kilimanjaro-Tanzania

August 2010 –February 2012: *Internal Audit Trainee: Internal Audit Section*

Responsible for:-

- Develops and reviews audit programs, i.e. Standard Operating Procedures (SOPs)
- Audit Cash books, receipts, and booking keeping ledgers,
- Participating in periodic stock taking exercise and verification of all assets of the company,
- Monthly visits to all depots for physical stock taking and auditing,
- Review and report on the use and safeguard of the company assets,
- Assist in preparation of annual audit plan,

- Daily checking of all store issues vide stores requisition and issue notes, updating of pastel and bin cards,
- Daily inventory Tracking of ABC class items at stores both Main stores, Advertising and Fleet stores,
- Posting and updating the inventory ledger Accounts
- Perform any duty assigned by an immediate supervisor.

Key Achievements:

During the NHIF Senior Officers' Conference held on 19th -21st February, 2018:-

- It was appreciated and mentioned that Financial Returns from NHIF Mara were the best presented and ranked the first in meeting deadlines on submission to the Headquarter,
- The external auditor recommended that the bank reconciliation preparations from NHIF Mara are the best prepared compared to all other returns from regional offices.

INTERESTS

- Weekend outings
- Reading Magazines and Professional journals,
- Listening to music and watching TV.

KEY SKILLS & HIGHLIGHTS

- Financial Planning and Budgeting
- Organization and Process Improvement,
- General Ledger & Journal Entries
- Supervision and Mentoring,
- Problem-Solving and Analysis
- Excellent Customer Service,
- Detail Oriented,
- Report Writing Skills
- Ms word, Ms excel, Outlook, ERMS, Microsoft Dynamic 2015, Pastel, SPSS, TallyERP9.

LANGUAGES

- English: Good
- Swahili: Fluent

REFEREES

1. Gervas Machimu (Ph.D)
Lecturer in the Department of Community and Rural Development,
Moshi Co-operative University,
P. O. Box 474, Moshi.
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2. CPA Latens Wella,
Acting Director of Finance,
NATIONAL HEALTH INSURANCE FUND,
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3. CPA Jeremiah Timothy
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DECLARATION

I hereby declare that, all the information furnished above are true and correct to the best of my knowledge and belief that, I will be held responsible for any deviation from them at a later stage.



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CPA Francis M.N