

PERSONAL DATA - JACQUELINE MICHAEL MACHANGO

DATE OF BIRTH: 20th April 1985

TEL: +255756 467 959, +255782 467 959

PO BOX 1096, MWANZA

EMAIL: jmachango@gmail.com

MARITAL STATUS: MARRIED

SEX: FEMALE

LANGUAGES: ENGLISH & KISWAHILI (FLUENT BOTH WRITTEN AND SPOKEN)

COMPUTER LITERACY-MS WORD, EXCEL, ACCOUNTING PACKAGE-SAGE ACCPAC, PRONTO.

Vision

To use my skills in the best possible way for achieving the company's goals.

Experience

2020 January up to Date-CMS Tanzania Limited

As Chief Accountant

Responsibilities.

MONTHLY FINANCIAL & MANAGEMENT REPORTS

- Prepare and report monthly final reports- Income statement, and Balance of Sheet
- Preparing and posting adjusting entries
- Reconciling Accounts payable, Assets, Staffs Advance, Accruals Prepayment
- General Ledger analysis and passing entries for adjustment.
- Preparing Management reports

DEBTORS

- Post all Revenue invoices once approved by clients.
- Post Account Receivable adjustment by the end of the month
- Weekly request statements from debtors to ensure regular reconciliation
- Ensure that creditors have confirmed statement reconciliation.

MOTHLY CASH BUDGET

- Monthly preparation and management of monthly budget for prompt Payment of expenses and Supplier which are below agreed terms of 30 day
- Reconciling the previous cash call budget before preparing the next Ones.
- Maintaining cash call for monthly review

2011 November to 2019 December-CAPITAL DRILLING (T) Ltd As Accountant

Responsibilities.

CREDITORS

- Post all Suppliers Invoices that are received from Stores.
- Post all invoices for Services received during the month.
- Monthly Supplier Reconciliation for Suppliers to make sure if all invoices are posted.
- Payment preparation for Suppliers.

BANK RECONCILIATION

- Post payments on the day of payment with remittance advices provided. to client on the same day of preparation
- Enter foreign exchange rates on a weekly basis.
- Reconcile all banks in weekly basis.
- Check the bank reconciliation statement equals GL balance.

2010 March - 12 October 2011 –AFRICAN BARRICK GOLD MINE (Buzwagi Mine). As Accountant

Responsibilities include:

CREDITORS

- Daily enter invoices into the system after appropriate approval in accordance with the Accounting Guidelines and procedures
- Daily file all invoices in the appropriate file
- Weekly request statements from suppliers to ensure regular. reconciliation
- Attach the reconciled statement to the file.
- Ensure that creditors have confirmed statement reconciliation.
- Maintain a creditor reconciliation spreadsheet that details the Date of each Creditor's reconciliation.

BANK RECONCILIATION

- Post payments on the day of payment with remittance advices provided. to client on the same day of preparation
- Enter foreign exchange rates on a weekly basis.
- Reconcile all banks in weekly basis.
- Check the bank reconciliation statement equals GL balance.

SUPERVISION OF ACCOUNTS DEPARTMENT

- Supervising and following up issues in the department
- Identifying cost centre and locating for posting
- Checking and posting invoice batches in the system
- Advising in any matter relating accounts issues.

Education

2013 Nov-Registered under Association of Chartered Certified Accountants.
ACCA-June 2014 Examinations.

2006-2009-ST. AUGUSTINE UNIVERSITY OF TANZANIA-MWANZA
AWARD; BBA(Accounting and Finance)

2004-2006 - Advanced Level Education -WERUWERU HIGH SCHOOL-MOSHI
AWARD; Certificate of Advanced Secondary Education

2001 -2003-Ordinary Level Education – PAMBA SECONDARY SCHOOL-MWANZA
AWARD; Certificate of ordinary Secondary Education

Interests

- Travelling and Outdoor activities
- Reading Magazine and News paper
- Social Works
- Working on Sustainable environment

Personal Key Attributes:

KEY SUCCESS.

- Integrity & Ethics, Leadership, Teamwork, Communication, Continuous Improvement, Reliable and trustworthy, stable and person who does the right thing.
- Very good command of office programs such MS Word, Excel, ACCPAC
- Working experience on accounting package such as ACCPAC
- A good understanding of not only financial matters but also operational management
- Competent and Accurate of what I am doing.

Referees:

Mugisha Lwekoramu
Chief Financial Officer
CMS Tanzania Limited
PO BOX 1096
Mwanza
Tanzania
Mobile: +255764151368
Email: mugisha.lwekoramu@capdrill.com

Edson Kamugisha
Commercial Accountant
CMS Tanzania Limited
PO BOX 1096
Mwanza
Tanzania
Mobile: +255767353583
Email: edson.kamugisha@capdrill.com

Deo Sendama
HR Coordinator
CMS Tanzania Limited
PO BOX 1096
Mwanza
Tanzania
Mobile: +255746284832
Email: deo.sendama@capdrill.com

"I CERTIFY THAT ALL INFORMATION STATED IN THIS RESUME IS TRUE AND
COMPLETE TO
THE BEST OF MY KNOWLEDGE" Jacqueline Machango