

# CURRICULUM VITAE

KENNEDY RAMADHAN MAWOLE

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## PERSONAL INFORMATION

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Surname:	Mawole
Middle name:	Ramadhan
First name:	Kennedy
Date of birth:	24 <sup>th</sup> December 1987
Place of birth:	Dar-es-Salaam, Tanzania
Gender:	Male
Marital status:	Single
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Languages (spoken, written and reading):	English and Kiswahili
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## RESUME SUMMARY

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I have ten (10) years of working experience in accounting, financial management and grants management, with seven (7) years in senior positions. I have worked with both profit making and non-profit organizations.

I hold a Bachelor degree in Business Accounting and Finance (BAF) from Mzumbe University. I am also a CPA (T) holder with a registration number GA 3812 since May 2012.

I am competent, focused, hardworking, and fosters teams work. I can also effectively manage change and ready to learn new knowledge within a very short period. I possess outstanding data analysis skills which have been key to my decision making practices, a complete package in financial and business management. Other competencies include outstanding ability to work with numerical data, fast to cope with new environment, attentive, positive discipline towards work, initiative, creative, integrity, problem solving and outstanding leadership skills

### PROFESSIONAL AND LEADERSHIP EXPERIENCE

Position	Duties Performed
<b>Finance Manager</b>  <i>WWF (World Wide Fund for Nature)</i>  <i>January 2019 – to-date</i>	<ul style="list-style-type: none"> <li>▪ Supports the Country Director in the development and implementation of a Tanzania Country Office Operational Plan.</li> <li>▪ Assists in the preparation and review of all Tanzania Country Office project proposals to be submitted for funding</li> <li>▪ Prepares, administers, and controls approved consultancy contracts / agreements and subgrants</li> <li>▪ Ensures that all Finance staff in Tanzania Country Office have clearly-defined objectives, indicators of achievement, and quarterly/annual work plans</li> <li>▪ Supervises and coordinates the development and implementation of policies, procedures, and systems for all financial support services in Tanzania Country Office, including accounting, financial reporting, auditing, budgeting, internal controls, and adherence to guidelines developed by WWF International and WWF Africa Regional Office.</li> <li>▪ Responsible for the organization Financial and Tax compliance as per the set laws and regulations governing the organization</li> </ul>
<b>Financial Analyst</b>  <i>WWF (World Wide Fund for Nature)</i>  <i>September 2014 – to-date</i>	<ul style="list-style-type: none"> <li>▪ Preparation of monthly, quarterly, semi-annually and annually financial reports and timely submission of the same to Head of projects, Donors and WWF International-Switzerland</li> <li>▪ Monthly review of the Trial balances to ensure accuracy and correct project-award combinations</li> <li>▪ Monthly analysis and review of aging reports to ensure no long outstanding balances.</li> </ul>
<b>Financial Analyst</b>  <i>WWF (World Wide Fund for Nature)</i>  <i>November 2013 – March 2014</i>	<ul style="list-style-type: none"> <li>▪ Support preparation of the annual work plans and budgets including revisions and forecasts</li> <li>▪ Provide regular support to program sites through visits and internal control system reviews (ICS review)</li> <li>▪ Monthly provision of trend analysis on various issues both financial and non-financial for management use (including document processing time, vehicle fuel consumption and costs per workshops)</li> <li>▪ Manage program expenditure by ensuring that all program activities are fully funded and expended accordingly</li> <li>▪ Conduct monthly program financial reviews and reporting (budgets vs. expenditure)</li> <li>▪ Liaise with project technical staff and head of finance on budgetary/cash flows and disbursements from the donor and to the program field offices</li> <li>▪ Ensure that accounting transactions are entered in the financial system accurately and in a timely manner</li> <li>▪ Ensure all procurements are done in accordance to Field Operations</li> </ul>

Position	Duties Performed
	<p>Manual (FOM) and donor requirements</p> <ul style="list-style-type: none"> <li>▪ Review of payments entered into the WWF TCO online bank system to ensure accuracy, compliance and completeness</li> <li>▪ Designing of excel based templates to automate financial reports and accounts reconciliations</li> <li>▪ Preparation of TCO core budget/forecast and consolidation of program budgets/forecasts into organization budget/forecasts</li> </ul>
<p><b>Senior Finance Officer</b></p> <p><i>Grumeti Reserves Ltd</i></p> <p><i>April 2014 – September 2014</i></p>	<ul style="list-style-type: none"> <li>▪ Supervision of finance officers on day to day and monthly activities</li> <li>▪ Review of weekly to-do-lists from finance officers and make evaluation on previous week accomplishments</li> <li>▪ Timely Preparation and submission of monthly management reports to Head of Departments and Singita Holding Co. South Africa</li> <li>▪ Management of all financial matters relating to Grumeti Air Ltd</li> <li>▪ Thorough Review of payments to suppliers to ensure there is proper documentations and timely fund disbursement basing on credit terms</li> <li>▪ Preparation and review of monthly balance sheet accounts reconciliations</li> <li>▪ Review of payroll to ensure accuracy and timely disbursement of salaries</li> <li>▪ Review of fixed asset register on monthly basis</li> <li>▪ Review and approval of salary advance payments from Arusha office</li> <li>▪ Daily monitoring and follow up on supplier invoices postings both in Arusha and main office to ensure all invoices are recorded within 48 hours after being received</li> <li>▪ Daily monitoring of overall company's cash position in each bank account and make the necessary transfers</li> <li>▪ Close follow up to ensure all statutory payments are made within the deadlines (PAYE, Pensions, SDL and Withholding taxes)</li> <li>▪ Monthly review of VAT returns to ensure accuracy and timely submission</li> <li>▪ Conduct site supervision and support on monthly stock take exercise and uploading the count sheets into the system (Syspro)</li> </ul>
<p><b>Project Accountant</b></p> <p><i>WWF (World Wide Fund for Nature)</i></p> <p><i>September 2011 – October 2013</i></p>	<ul style="list-style-type: none"> <li>▪ Review employees expense(Retirements) reports, expense claims and travel advances both from the field offices and at main office</li> <li>▪ Making aging analysis to debtors, follow up and clearing of old balances</li> <li>▪ Reviewing financial reports from sub grantees and make follow up of all the expenditures and advances given</li> <li>▪ Posting transactions into the system and passing corrective entries to adjust, update and correct balances</li> <li>▪ Quarterly Preparation of donor reports</li> <li>▪ Performing some other duties occasionally like payment to suppliers</li> </ul>

Position	Duties Performed
	and recording of employees time sheets in direct cost recovery
<b>Accountant (Internship)</b> <i>Ministry of Finance and Economic Affairs (MoFEA)</i> <i>November 2010 – February 2011</i>	<ul style="list-style-type: none"> <li>▪ Preparation of Payment vouchers</li> <li>▪ Entering payments into the vote book</li> <li>▪ Attaching supporting documents to the payment vouchers</li> </ul>
<b>Accountant (Temporary Basis)</b> <i>Sunrise Pre &amp; Primary Schools</i> <i>[July 2010 – Oct 2010; April 2009 – October 2009; March 2008 – Sept 2008]</i>	<ul style="list-style-type: none"> <li>▪ Supervising Accounts department</li> <li>▪ Posting receipts into students' accounts</li> <li>▪ Categorizing daily expenses into different groups of expenses</li> <li>▪ Maintenance of the proper books of accounts</li> <li>▪ Preparation of a weekly Bank Reconciliation statement</li> <li>▪ Preparation of payroll (Monthly)</li> <li>▪ Preparation of quarterly, semi-annual and annual financial reports</li> <li>▪ Preparation of payment for statutory deductions on monthly basis</li> </ul>

## EDUCATIONAL BACKGROUND AND PROFESSIONAL QUALIFICATIONS

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- May 2012: NBAA, Module F, CPA (T) – [Pass 1<sup>st</sup> Sitting]
- November 2011: NBAA, Module E [Pass 1<sup>st</sup> Sitting; Best candidate in International Finance (P16)]
- 2008 – 2011: Mzumbe University, Bachelor Degree in Accounting and Finance
- 2006 – 2008: Karatu High School, Advanced Certificate of Secondary Education
- 2002- 2005: Vunjo Secondary School, Certificate of Secondary Education

## ACCOUNTING PACKAGES AND SKILLS

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### Accounting packages and Skills:

- AccPacc, Oracle, Quick Books and Syspro
- Accounting standards: eg IFRS and SWISS GAAP FER
- Trial balance cleansing
- Accounting packages migration
- Accounting standards movements

### Advanced Microsoft Office programmes:

- Microsoft Excel: Development of Financial Reporting Templates, Financial Analysis, use of VBA Language to command and automate some tasks.
- Microsoft Access and My SQL: Development of databases
- Others MS Office Programs Ms Outlook, MS Word and Ms PowerPoint. .

## **HONORS AND AWARDS**

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- Best candidate in International Finance (P16) – NBAA – November 2011 (Awards from DSE, TIB, SBC Tanzania and IPP Group of companies)
- Best student in academic performance – Karatu High School – EGM – 2008
- Best student in academic performance- Vunjo Secondary School – 2005

## **TRAINING AND SHORT COURSES ATTENDED**

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- Certified International Financial Reporting Standards (CIFRS) from Global Academy of Finance and Management (GAFM), June 2016 in Maputo Mozambique.
- Oracle Light Training ((covering Oracle Chart of Accounts, AP Module (AP super user) and GL module (GL user)). WWF International and WWF Tanzania, June 2013.
- Online Advanced Excel training organised by WWF International, June 2013.
- Building trust in information systems through good security and audit practices. Institute of Internal Auditors Tanzania (IIA) and ISACA, September 2014.
- Seminar on Accountancy Profession – International Standards & Code of Ethics. NBAA St. Gaspar Hotel and Conference Centre – Dodoma, Tanzania. August 2015.

## **MEMBERSHIP**

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- NBAA (National Board of Accountants and Auditors) - Registration Number GA3812
- IIA (Institute of Internal Auditors)
- Global Academy of Finance and Management (GEFM)

## REFEREES

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**Mrs Sakina Joshi,**

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## DECLARATION

I, Kenedy R. Mawole, declare that the information provided herein is absolutely true to the best of my knowledge

Signature,



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Date...21<sup>st</sup> AUG 2020.