# **ERICK SIMON SILA**

**⚫ Mobile: +255 752 771667, +255 717 741 049 ⚫silaherick@gmail.com**

**Personal Details**

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Date of birth : 4th May, 1989

Place of birth : Dodoma, Tanzania

Sex : Male

Nationality : Tanzanian

Health : Good

Language (written& spoken) : Fluent in English and Swahili

**Education Background**

2013-2016 : University of Dar es salaam

: (Bachelor of Commerce in Accounting)

2011-2013 : Kibaha Secondary School

: Advanced Certificate of Secondary Education

(Major subjects Accountancy, Commerce and Economics)

2007-2010 : Kwiro Secondary School

: Certificate of Secondary Education Examination

1999-2005 : Nghong’onha Primary School

: Primary Education

**Other skills**

* Computer Skills; Microsoft word and Excel application.
* Good knowledge with QuickBooks accounting software and Tally ERP9 accounting software.
* Language skills: Fluent in speaking and writing English and Kiswahili.
* Marketing skills acquired from Marketing Forum Event.
* Defense and entrepreneurial skills certificate from JKT ( Jeshi la Kujenga Taifa)
* Management and Leadership Skills: Human Recourses Management, Conflict resolutions in work organizations acquired at University of Dar es Salaam.
* Flexibility, problem solving abilities, team player, good communication and creativity.

**EXPERIENCE:**

**1.Position: Finance Officer;**

**Employer: Mzalendo Credit Limited;**

I have been working as a Finance Officer with **Mzalendo Credit Limited** since April,2019, where by I am responsible with the following duties;

1. Assisting in preparing annual budget (Reviewing and amending current financial year annual budget).
2. Developing financial policies to ensure efficiency in operation.
3. Conducting periodic financial analysis to identify and resolve issues, gaps or variances (usually it is done monthly).
4. Maintaining general and subsidiary ledgers and updating financial records with recent transactions.
5. Manage and controlling petty cash and keeping it up to date.
6. Preparing monthly payroll for the staff.
7. Preparing and submitting a set of quarterly management accounting report including income statement, balance sheet and cash flow statement.
8. Filing monthly statutory returns such as PAYE, PSSSF, WCF, SDL and withholding taxes.
9. Ensuring account receivables and payables are recorded timely and accurately.
10. Preparing end of business year Financial Statements for review of the performance. Just to mention a few of them.

**2.Position: Accountant;**

**Employer: Homes (EA) Hypermarket Ltd;**

I had been working as an accountant at **Homes (EA) Hypermarket Ltd** since May,2018, in which I have been responsible for performing different accounting functions, such as;

1. Preparing monthly payroll for the staff.
2. Preparing and submitting a set of quarterly management accounting report.
3. Filing monthly statutory returns such as PAYE, NSSF, WCF, SDL and withholding taxes.
4. Entering accounting entries in the system such as purchase invoices, debit notes, credit notes, payments to suppliers, petty cash expenses and others.
5. Preparing cheque and cash payments to suppliers, making follow up and proper reconciliation on creditors’s balances at the end of every month**.**
6. Preparing and filing monthly VAT returns for the company.
7. Performing monthly bank reconciliation.
8. Preparing and submitting a draft of financial statements for the year ended 31/12/2018, Just to mention a few of them.

**3.Position: Associate Auditor;**

**Employer: Ishara Consulting Limited;**

I had been working as an associate auditor at **Ishara Consulting Limited**, where I was responsible for carrying duties such as accounting, auditing and tax advisory to various clients (companies and organizations) since February, 2017. The following are several clients that I have dealt with them and assigned duties undertaken since joining Ishara Consulting Ltd;

1. Vemma Attorneys

-Preparing monthly payrolls for the client for the year ended 31st December,2017

2. Cemled Company Ltd

-Accounting and auditing of financial statements for the year ended 31st March,2017

3. FORUMCC

-Auditing of financial statements for the year ended 31st December,2017

4. Solidarity Car Rental

-Accounting and tax re-computation of the client’s financial statements for the year ended 31st December,2015 & 2016.

5. Ecohomes Company Ltd

-Accounting, auditing and tax computation of financial statements for the year ended 31st December,2016 & 2017.

6. Deogratias J. Lyimo & Advocates Co.

-Preparing monthly VAT for the client, computing and filing statutory returns (PAYE,SDL etc.), filing return of income, accounting and preparing financial report for the year ended 31st December,2017.

7. Ubongo Learning Limited

-Performing auditing of financial statements and tax health check review for the year ended 31st December,2016 & 2017.

8. Loyola High School

-Performing auditing and tax health check review for the year ended 31st December,2017.

**4.Assistant Bank Officer:**

**Employer: CRDB Bank PLC**

I had worked as an assistant bank officer at CRDB BANK PLC in 2015 when I was taking my practical training for three months, in which I was responsible for undertaking activities such as;

- Issuing bank statements to customers requested,

-Opening accounts for different customers,

- Record and prepare weekly bank charges statement,

-Processing cheques for depositing and payments

-Processing TISS payments, just to mention a few.

**REFERENCES:**

HONEST MUNUO,

Auditor,

Ishara Consulting Ltd,

Phone: +255 763 831 158,

[hraphael62@gmail.com](mailto:hraphael62@gmail.com).

BEN KABONEKA,

Accountant,

Darling Hair Industry Ltd (Sigma Hair Industry Ltd),

Phone: +255 716 834 084.

[benyreal36@gmail.com](mailto:benyreal36@gmail.com).

SHADRACK KHALFANI,

Designing engineer,

SMX LTD,

Phone: +255 687 122 937.

shadrackkhalfan@gmail.com.