

CURRICULUM VITAE

EDWIN RAPHAEL

Nationality: Tanzanian

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OBJECTIVE

I am an individual that excels in both characters of perseverance and dynamism. In addition to that I am a person who assures that his work is handed at the earliest convenience. I'm also a team worker with the ability of working at own initiative. I am seeking to develop a career in a business firm in the fields of Finance, Accounting, and Economics.

EDUCATION

1. 2016-2017: University of Portsmouth

- MSc Corporate Finance

2. 2012-2016: Swinburne University of Technology Sarawak, Kuching

- BAF (Hons) Accounting and Finance

3. 2010-2012: St Joseph Cathedral High School

- Economics Commerce Accountancy

WORK EXPERIENCE

❖ **8th September 2019 - 20th November 2019:** Worked as a project assistant with Where is My Transport, South Africa Ltd. In this temporary job I was to organize routes for the data collectors, payroll, ensure the finances were well used (in expenses) and provide feedback to the project manager on the progress.

❖ **30th March 2018 - 15th Jan 2019:** Worked as a credit analyst (relationship manager) in corporate department at DTBT Bank Head Office, Jmall.

- ✦ Preparing a credit application.
- ✦ Conduct a site visit and preparing a site visit report.
- ✦ Analyzing Arrears and OD reports.
- ✦ Ensure disbursement of a facility.
- ✦ Preparing different memos like discharge memo, release of title deed memo etc.
- ✦ Ensure proper security documentation before disbursement.
- ✦ Follow up the client's account and ensure they are in positive condition and not entering into arrears.
- ✦ Preparing Letter of Offers.

❖ **19th Jan 2018–30th March 2018:** Worked as an accountant at AMI AFRICA TANZANIA LTD. As an accountant I did the following;

- ✦ Bank Reconciliation.
- ✦ Booking the shipping charges such as Wharfage, Custom Warehouse Rent, Shipping Line Charges and many others on the New Age app.
- ✦ Drafting a CR Journal, Debit Note, Payment Voucher and also Creating an Invoice
- ✦ Preparing a cash book report and sending it to the headquarters via email.
- ✦ Maintaining the petty cash, thus maintaining the flow of money for operations day to day activities.
- ✦ Making payment online through Ecobank and CRDB official websites.
- ✦ Writing and issuing of cheques.

❖ **2017: Worked as an assistant accountant at M T Contracting in Kent, UK.** As an assistant accountant I did the following;

- ✦ Drafting the cash statement, income statement and the financial statement (balance sheet) of the company.
- ✦ Bank Reconciliation.
- ✦ Budgeting.
- ✦ Raising invoices.
- ✦ Managing ledgers.
- ✦ Processing expenses.

LEADERSHIP POSTIONS

- ❖ **2009 to 2010:** Volleyball sport team leader at Trust St. Patrick, Arusha, Tanzania
- ❖ **2011 to 2012:** Party Leader, Youth Of Africa (YOA) in Dar-Es-Salaam, Tanzania,
Volunteered as a student party leader of Youth of Africa.
- ❖ **2016 to 2017:** Assistant Captain of the MT Contracting staff football team

CERTIFICATES

- **Accounting Tally**

RELEVANT SKILLS

Information Technology (IT)

I have a comprehensive understanding and usability of the entire Microsoft office which includes; Excel, Word, PowerPoint, New Age, Tally, Access and Outlook. Ability to use several accounting and Finance software' such as E-Views and Bloomberg.

Adaptability

Spent four years studying in Malaysia and a year in U.K and regardless of my country of origin, I was still able to adapt to the new environment and the culture in a matter of weeks after my arrival. Also, I was able to adapt to my work and work colleagues in my current job and my previous one where I worked as an accountant. As a credit analyst at DTB Tanzania bank I was able to adopt to the team members and my working environment.

Communication skills

I am both, well written and spoken. I am fluent in both English and Swahili. As a student, this skill was portrayed while interacting with colleagues and class presentations. I am able to communicate fluently with my work colleagues and my seniors. Working at different organizations made me sharpen my communication skills effectively with superiors, colleagues and staff by dispensing active listening skills, conveying and receiving messages with utmost clarity and concision. As a credit analyst I am able to communicate with the clients and understand their needs and attain to them efficiently, effectively and in friendly and professional manner.

Project management

I work well as a team member to accomplish required tasks. As a student, we had to accomplish several accounting projects together and as a party leader of Youth of Africa in Tanzania, I was able to co-operate with other leaders in several projects. In addition, I've learnt a lot about time management and team work as an assistant accountant in MT Contracting in Kent, UK and also when I was working as a cashier/bookkeeper at SouthSea Barber Shop.

Analytical skills

Numeracy has always been my strong suit ever since back in high school since I dealt with numerical based units such as accountancy and basic applied mathematics. Hence, I am able to carry out statistical accounting and analyzation of financial data with accuracy.

After three months of working with AMI Africa Tanzania Ltd, I was able to prepare a cash book report, debit note, credit note and bank reconciliation statement. I also dealt with making online money transfer (TT) for the company. I was able to work under pressure where I was able to deliver on time with accuracy and efficiency.

HOBBIES/INTERESTS

- Football.
- Tennis
- Volleyball
- Swimming
- Exercising
- Volunteering; I enjoy providing help where it's needed

REFERENCES

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