



EPHREM M.J. NYINDA

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PROFILE

◆ Certified Public Accountant (CPA-T) ◆

I am a Qualified Certified Public Accountant a holder of Associate Certified Public Accountant ACPA No 513. I have a wide experience in preparing tailor made accounting procedure appropriate to an institution. Well conversant with cash management and internal control measures.

My Job target is to maintain proper financial accounting records that can easily be retrieved in case of need. With the proper accounting records I have been in a position to timely produce annual accounts ready for audit.

Prior to Joining TRIT I worked with some institutions ranging from hospital, Advertising and manufacturing companies. I have a wide experience in service delivery institution production/manufacturing business environment with own funding and those obtained financial resources from Government as well as Donor grants.

I have endeavoured to work in team spirit that has enabled me to accomplish both my job target and organisation target.

I am intending to learn Human Resource Management particularly on Labour Law for improved work performance

AREAS OF EXPERTISE

- Preparation of Annual Accounts
- Budget preparation
- Cost Accounting
- Impact accounting knowledge to subordinates
- Internal Auditing
- Price negotiation
- Computer literacy in Microsoft Excel & Word
- Accounting for Donor fund as per guide
- Branch Accounting & consolidation
- Statutory accounting and monitoring

ACADEMIC QUALIFICATIONS

Qualifications	Title Awarded	Awarding College	Date
Professional qualification	Certified Public Accountant	National Board of Accountants & Auditors	1990
Post Graduate	Post Graduate Diploma In Accountancy	Institute of Finance Management	1986-1987
Diploma	Advanced Diploma in Accountancy (ADA)	Institute of Finance Management	1983- 1986
Certificate	National Bookkeeping Certificate (NABOCE)	National Board of Accountants & Auditors	1983

Courses that supplement my extensive hands-on professional experience:-

I have attended various Accounting & Financial short courses mainly organised by the National Board of Accountants & Auditors. They include;

- The application of VAT from Sales Tax as Indirect Tax to Tanzania Government Income Budget,
- Income Tax Act 2002, and
- Adoption of International Financial Reporting Standard (IFRS).

I have also been attending the Annual Tanzania Budget review organised by our auditors. As a special case I have been attending seminars organised by the European Union meant to give guidance on how to account for funds granted by them.

SUMMARY OF PROFESSIONAL EXPERIENCE AND SIGNIFICANT ACHIEVEMENTS

CHIEF ACCOUNTANT) [2002- Todate]

Tea Research Institute of Tanzania, P.O. Box 2177, Dar Es Salaam - Tanzania

Responsible for the financial accounting of the Institute with regards to different sources of funding (Government, income generating projects and willing donors)

Achievements in TRIT:

- Able to produce annual accounts that have been accorded clear audit report since 2002 to 2006
- All donor funds have been spend as per approved budget and timely accounted, also awarded clear audit report by Donor-appointed independent auditors
- Proper Cash Management
- Trained my subordinated on the acceptable accounting procedure and essence of maintaining of proper accounting records.
- Safeguard the resources of my Employer
- Preparation and monitoring TRIT annual Budget as well as donor Programme Estimate- budget

CHIEF ACCOUNTANT [2000-2002]

Tanzania Occupational Health Services, Dar Es Salaam

Responsibilities

- Overseeing all the Revenue and Expenditure accounting of the Hospital.
- Preparation of the Annual Accounts ready for audit
- Preparation of the Small Scale Entrepreneur (SSE) Project - funded by Care International quarterly expenditure report.

Achievements at TOHS:

- Controlled costs on the purchases of medicine and bank charges.
- Timely preparation of the relevant report including those of SSE Project

FINANCE MANAGER [1994- 1999]

Independent Television Ltd, Dar Es Salaam

Responsibilities

- Overseeing the Income & Expenditure of the TV station and Radio One Ltd
- Preparation of the Annual Accounts ready for audit
- Liaise with the company Debtors & Creditors for outstanding debts to agree on receipts and payment schedules whenever the need arose.

Achievements at ITV/Radio One Ltd:

- Able to train my subordinates on how to control the expenditure and cost apportioning of the common cost items between the two companies i.e. ITV & Radio One
- Controlled misuse of airtime through off air monitoring system.

FINANCIAL ACCOUNTANT [1986 - 1994]

Bonite Bottlers Ltd, Moshi

Responsible for Revenue accounting and verification of the daily sales collections. Monitor Trade Debtors and ensure proper cash management.

Achievements at Bonite Bottlers Ltd

- Participated in the establishment of the cost of production and setting the competitive selling price.
- Involved into the setting the operation and management procedure that had made the company achieve its objectives effectively and efficiently.

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The CV has been Prépare/Updated by Mr. Ephrem M.J. Nyinda this 20th day of April 2007