



# Annur Juma Sadala

Boko Street - Bunju, P.O Box 699, Dar es Salaam, Tanzania.  
+255(0) 653 454 006 | +255(0) 782 185 042 |  
annurjumasadala@gmail.com

## Objective

To secure a challenging position a reputable organization to expand my learnings, knowledge, skills and secure an opportunity where i can make the best of my potential and contribute to the organization growth and work in a healthy environment that appreciates my skills and offers avenues for growth

## Education

- **University of Dar es Salaam (UDSM)** November 2017 - December 2020.  
Bachelor of Commerce (Bcom) in Accounting.
- **Alpha High School.** July 2015 - May 2017  
Advanced Certificate of Secondary Education Examination (ACSEE).  
division one
- **Mudio Islamic School Kilimanjaro** January 2011 - November 2014.  
Certificate of Secondary Education Examination (CSEE)  
merit

## Experience

- **Alliance life assurance company** 15.02.2022 - 30.03.2023  
Assistant finance
  - preparation of Bank reconciliation and provide reports
  - Preparation of payment of different claim then write cheque and issue voucher through TALLY SYSTEM
  - post of receipts through TALLY SYSTEM and issues EFD receipts
  - Prepare monthly TAX returns, WITHHOLDING TAX, VAT
  - Ensure that all day-to-day financial accounting tasks are performed regularly (e.g., reconciliation, reviews, documentation, filling, etc.)
  - posting transactions in accounting software (PREMIA FINANCE)
  - comply with financial policies and regulations
  - petty cash management and retirement
  - Any duties assigned by the finance manager
  - Provide auditors with requested information
  - preparations audit sample and implementation of recommendations directed
  - To assist in ensuring all accounts policies and procedures of company are being followed/put into practice.
  - Ensure that the monthly end and year end financial close processes are done in line with the requirements set out per the financial close process.
  - Posting accounts booking of receipts
  - prepare and review journals entries for each month
- **NYATI MINERAL mineral sand limited** 11/04/2023 - 25/5/2023  
assistant accountant
  - Reconciliation of amount to be paid to People affected by project
  - prepare weekly report

- engagement with community and give financial advice
- preparation of master schedule for payment
- preparation of Bank reconciliation
- petty cash management
- support the team with general administrative task as needed

## • ALLIANCE LIFE ASSURANCE COMPANY

31/05/2023 -

### ASSISTANT ACCOUNTANT

- preparation of Bank reconciliation and provide reports
- Preparation of payment of different claim then write cheque and issue voucher through TALLY SYSTEM
- post of receipts through TALLY SYSTEM and issues EFD receipts
- Prepare monthly TAX returns, WITHHOLDING TAX,VAT
- Ensure that all day-to-day financial accounting tasks are performed regularly (e.g., reconciliation, reviews, documentation, filling, etc.)
- posting transactions in accounting software (PREMIA FINANCE)
- comply with financial policies and regulations
- petty cash management and retirement
- Any duties assigned by the finance manager
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### Skills

- knowledge of accounting package TALLY ERP
- Good communication/presentation skills.
- Familiarity with financial regulations and General Accepted Accounting Principles (GAAP).
- Integrity
- Time management
- Ability to work independently or in team, customer focus, networking and relationship building, and multi- tasking skills.
- Demonstrated skills in finance processes and practices.
- motivated, positive attitude towards work .
- knowledge in filling and submitting statutory taxes and other payments .
- I can work in a challenging & high-pressure environment
- Computer literacy i.e knowledge of Microsoft packages Excel & power point .

### Languages

- Swahili - Native Speaker.
- English- Fluent in speaking, listening, writing and reading.

### Achievements & Awards

- Certified Public Accountant (CPA): INTERMEDIATE STAGE
- Awarded a certificate of participation in the Training of Presentation Skills, Interview Skills and CV Writing at University of Dar es Salaam on 8 February 2020 facilitated by KPMG.
- National Service Attendance - Military Training from June to September 2017, at MLALE JKT, 842KJ

### Interests

- Accounting and Finance.
- account management

## Reference

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- **Ahamad luoga - Alliance life assurance company limited**  
Chief accountant  
ahamad@alliancelife.co.tz  
0745800568
- **Mr Jackson kanumba - NYATI mineral sand limited**  
ACCOUNTANT  
Jackson.kanumba@strandline.com.au  
+255 755 387 207
- **Jawa ally masomo - Alliance life assurance**  
Corporate manager  
jawaally39@gmail.com  
+255 714 938 751
- **Clive Charles adolph ,CPA (T) - BDO East africa**  
Audit associate  
clivecharles9@gmail.com  
+255719549547

## Certification

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- I certify that the information supplied on this application is true and correct to the best of my knowledge.