

NAME : ONESMUS ALFRED MKATALE
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CURRICULUM VITAE (CV)

PERSONAL INFORMATION

Personal Particulars

Surname : Mkatale
First Names : Onesmus Alfred
Date of Birth : 31 May 1983
Place of Birth : Songwe
Nationality : Tanzanian
Sex : Male
Religion : Christianity
Marital Status : Married

Language proficiency

English Language - fluent
Kiswahili Language – Native and fluent

RESUME SUMMARY

A Registered Public Accountant, to become a Certified Accountant and holder of Masters of Accountancy and Finance so as to improve my career in accounting matters, Tax consultancy, Auditing issues, analytical skills and acquire new knowledge.

CAREER OBJECTIVES

Responsible and challenging entry-level position in Accountant that will help me to utilize and improving my accounting skills, Organization abilities, analytical skills and academic experiences thus becoming part of the team that is working dynamically towards achieving goals, and offer opportunities for personal and professional growth.

PROFESSIONAL QUALIFICATION

Registered a member National Board of Accountants and Auditors (NBAA)

PROFESSIONAL EXPERIENCE

YEAR	INSTITUTION	POSITION	DUTIES
January 31 2011 to date	Wasso Hospital	Hospital Accountant and member of Hospital Management team. Project Accountant of Elizabeth Glaser Pediatric Aids Foundation (EGPAF Wasso Hospital)	<ul style="list-style-type: none"> - Participation in weekly Hospital Management Team Meeting discussing different challenges facing Hospital and the way forward for Hospital Challenges. -To advice management on Financial Matters by suggesting ways to reduce costs, enhance revenue and improve collection of Hospital income -Participate in developing hospital plans with Hospital Management Team and ensure they are properly implemented Recording of cash receipts and payments (computerized and manual) -To prepare financial statements and presents it each week, monthly and quarter to staff, Archdiocese of Arusha Health Department and Hospital Governing committee -Monitors recipients' expenditures against approved budget and program objectives. -Ensure all cash, Cheque received are deposited daily in the bank. - Ensure all payment are made by cheque and all payment must be supported by a payment voucher and other supporting documents. -To facilitate the Auditing exercise on quarterly basis. -Ensure all outstanding audit finding are addressed and resolved in a timely manner. -To prepare staff salaries including payroll statutory deduction like PAYE, LPF,NSSF etc.. -To make retirement of Basket fund to Ngorongoro District Council. - Organize and maintain financial records and stock taking
:July 2010 to 15 December 2010	Tunduma Township Authority	Assistant Accountant (volunteer)	<ul style="list-style-type: none"> --Assist Preparation of Financial statement. - Writing payment voucher and Cheque book - Posting cash book of receipts and payment - Prepare reconciliation statements Ensure all payment which have been authorized are made

EDUCATION BACKGROUND

YEAR	COURSE ATTENDED	INSTITUTE	AWARD
2021 to current	Masters of Accountancy and Finance	Institute of Accountancy Arusha	On progress
2020 to current	Certified Public Accountant Examination	The National Board of Accountants and Auditors (NBAA)	On progress
: October 2007 -2010	Bachelor degree in Accounting	Institute of Finance Management (IFM)	Certificate Advance Diploma in Accounting.
March 2005- February 2007	Advanced Level Secondary Education, Taking, history Geography and Economics,	Sangu High schoolSecondary School	Certificate of Advanced level (ASCE)
: January 1999 –November 2004	Ordinary Level Secondary Education	Kaengesa Seminary, Dar es saalam Teachers colleague centre	Certificate of Secondary Education (CSE)
January 1992 – October 1998	Primary Level Education	Tunduma Primary School	Certificate of Primary Education

WORKSHOPS, SEMINARRS AND TRAINING ATTENDED

7 June 2018 up to 15 June 2018 ,Participation in one week's course Advanced level QuickBooks accounting software and pay easy payroll processing soft ware.

Participation in preparation of annual health and social welfare plan for Wasso designated District Hospital(CDH) for the years **2016/2017, 2015/2016, 2014/2015, 2013/2014,2012/2013**, which collates the health and social welfare plans at all level and involve all stakeholder {comprehensive council health plan} and is prepared taking into account different source of fund such as Block grant health basket fund, Hospital own source project funds and receipt in kind.

Participation in preparation of Elizabeth Glaser Pediatric Aid foundation (EGPAF)/ CTC Annual proposal development, preparation and annual Budget for the period **2015/2016, 2014/2015, 2014/2013, 2012/2013** for Wasso Designated District Hospital sponsored Elizabeth Glaser Pediatric Aids foundation (EGPAF).

August 12 2013 participation in one day financial management training at Impala Hotel in Arusha which aimed of introducing new system of payment allowance to ctc Staff that is all staff will be paid after showing reports what they have done also the meeting aimed to show new system of reporting progress reports and Deadline of submitting progress report at District and Hospital level sponsored by Elizabeth Glaser Pediatric Aids foundation(EGPAF)

February 12 to February 15, 2013, attended the third NSSF stakeholders conference held at the Arusha International conference center.

July 23 to July 24, 2012 participation in two days financial management training at Impala Hotel in Arusha which aimed to attempt out strategies and modalities on how to use donor fund (EGPAF FUND) in order to improve financial management at District and Hospital level sponsored by Elizabeth Glaser Pediatric Aids foundation(EGPAF)

April 13 to April 14, 2012 participation in two days financial management refresher training at St Dominic pastoral center in Nyakaoja Mwanza which aimed to attempt out strategies and modalities for improving financial management to church health facilities sponsored by Christian social service Commission(CSSC)

December 15, 2011 Training on NSSF conducted at Wasso Council Hospital focus on introduction of NSSF, short term and long-term benefit of NSSF and qualifying condition in order to get such benefit sponsored by NSSF region of Arusha.

November 15 to November 18, 2011 second training of the Archdiocese of Arusha health facilities management terms on sustainability .The workshop held at Elect uhuru Hotel Moshi based on the way forward to all problem that will hinder development of health facilities after face out of Corded and EGPAF and presentation of action plan.

August 16 to August 19, 2011 Training of Archdiocese of Arusha health facilities Management terms on sustainability conducted at Moshi focus on performance based finance (PBF) public private partnership (PPP) service Agreement, strategic ,planning, business planning, Data management ,financial management quality improvement .This training focus on how we can sustain after withdraw of EGPAF and Corded and all problems that will hinder development of health facilities sponsored by Archdiocese of Arusha.

May 26 to May 29 2011, Training on grants workshop which focus on close out EGPF Reconciliation of cash book, bank statement and cash requests, financial management and implication on use of single account for all donor funding sponsored by Elizabeth Glaser Pediatric Aids foundation

TECHNOLOGY SKILLS AND SPECIAL ABILITIES

- Ability to work in a team.
- Ability learns new knowledge (things) and flexibility.
- Ability to work independently under my own supervision.
- Ability to work under pressure to meet deadlines.
- IT packages i.e. Quick Books and tally
- Well Computer literacy
- Microsoft office (Words , Excel, Power point)
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INTEREST , HOBBIES AND SKILLS

- Reading newspaper (Mwananchi, Mwanasport, The Guardian)
- watching Football
- Reading accounts journal and economic journal

MISSION

- To be honest, creative, transparent, effectively and efficiently.

VISION

- To be professional Accountant and Auditor
- To undertake Masters of Accountancy and Finance.
- To be expert on financial matter, Tax issues and Project Planning Appraisal.

DECLARATIONS

I, **Onesmus Alfred mkatale** , hereby certify that all information's stated therein are true to the best of my knowledge, skills and my belief.

Signature:

A handwritten signature in blue ink, appearing to read 'Onesmus', with a horizontal line underneath the name.

Date:

06/05/2022