

LAMECK MUSSA KIRONGORI

SUMMARY

Strategic leader offering skills in Business development and Finance .
Innovative and enthusiastic Managing Director striving to create successes for organizations while building lasting relationships.
A very good leader with a strong commercial background

EXPERIENCE

Managing Director, 03/2022 - Current **Excel Catering and Facilities Management Ltd - Dar Es Salaam, Tanzania**

- Increased efficiency, effectiveness and profitability by managing team productivity, costs and budgets.
- Formulated strategic vision to drive mission and goals while stimulating revenue, profitability and growth.
- Met individually with employees to offer feedback and insight on job performance after careful review.

Group Commercial Director, 01/2020 - 03/2022 **SF Group of Companies Ltd - Dar Es Salaam, Tanzania**

- Implemented commercial strategies established by company objectives targeting growth opportunities.
- Conducted market research and analysis to identify business opportunities, dramatically increasing expansion.
- Promoted exemplary leadership by communicating company's goals and strategic vision.
- Conduct companies Performance meetings
- Set key performance For the companies under SF Group Ltd
- Assist with Marketing and Sales of the companies under SF Group Of companies Ltd
- Managing and Leading

Group Chief Finance Officer, 01/2012 - 12/2019 **SF Group Of Companies Ltd - Dar Es Salaam, Tanzania**

- Managed company-wide budgets, payroll, accounting and other financial operations.
- Oversaw monthly, quarterly and annual financial reporting while developing annual operational budget and year projections.
- Created and implemented best practices to standardize internal processes and procedures.
- Assessment of business risks within the group
- Managing Group's Budget and Budgetary controls
- Managing Group Information and Communication Technology
- Managing Two hotels business in Morogoro and one in Dar es salaam
- Land and Properties company with properties in Zanzibar, Dar es salaam, Geita, Coastal region and Mtwara



CONTACT

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SKILLS

- Cost Reduction
- Operations Oversight
- Finance and Accounting
- Analysis
- Managing and Leading
- Formulation of Business Strategies
- Business Development
- Good Communicator

- Ensure Finance Controlling function is effective within the Group
- Maximize Supply chain value to ensure value for money procurement and forward contract
- Ensure sustainability of the group and that all businesses are run profitably
- Ensure that all General managers have signed Key Performance Indicators (KPI)
- Measure General Managers KPI

Advise owner and Executive Chairman on running the companies within a Group

- Key Achievements: From 9 billion Usd annual turnover to over 70 million Usd annual turnover in 10 years

Finance Manager, 11/2011 - 12/2011

Oryx Energies Tanzania Ltd - Dar Es Salaam, Tanzania

- Teamed with sales managers and sales consultants to create positive atmosphere, resulting in maximum profitability and customer satisfaction.
- Identified interest rates and loan terms by reviewing and analyzing client credit.
- Addressed ways to improve internal control processes and accounting procedures.
- Delivered extensive coaching in financial processes and procedures to both newly hired and existing employees.
- Assessed client needs and developed specific strategies to establish financial capabilities.
- Compiled, interpreted and verified crucial financial data, both actual and projected.
- Worked with regulatory representatives to complete accurate filings and maintain compliance.
- Initiated vital financial processes by setting up vendor information and payment structures, defining operational expenses, managing bank accounts and reconciling accounts.
- Developed business systems and structures to enhance accounting and financial duties.

Finance Manager, 01/2006 - 11/2011

Tanzania Cigarette PLC - Dar Es Salaam, Tanzania

Japan Tobacco International (JTI) is a wholly owned subsidiary of Japan Tobacco (JT),

which is listed on the Tokyo stock exchange and has a market capitalisation of approximately USD 30 billion. JTI is the international arm of JT and manufactures and sells cigarettes outside Japan

2007 – To October 2011 Finance Manager Tanzania Cigarette Company (TCC)

TCC is JTI's subsidiary in Tanzania and manufactures and sells cigarettes in the local market and exports to other countries within East Africa. It is listed on the Dar Es Salaam Stock Exchange with a 25% local shareholding. The position heads Accounting and Treasury sections and provides a direct support to Financial Planning and Analysis. There are approximately 24 direct staff in head quarter and 32 in branches.

Responsibilities

- o Managing accounting and controlling
- o Review journal entries
- o Make sure accounting entries are IFRS and IAS compliant

- o Make sure cost centres and profit centres posting are correct
- o Make sure allocation of entries to different functions is done properly
- o Approve all branch operations expenditure above 1,000 USD
- o Review all credit limits and new customers' category
- o Ensure that finished goods is adequately controlled
- o Ensure internal controls are working properly
- o Mitigate all financial risks
- o Review personal accounts for unaccounted expenses
- o Prepare route optimization reports for branch efficiency
- o Preparation of quarterly management accounts
- o Timely submission of IFRS compliant Financial statements
- o Explain significant variances thereof
- o Coordinate all functions quarterly reports, i.e head count
- o Preparation and consolidation of the financial statements in accordance with IFRS
- o Prepare local statutory financial statements
- o Ensure compliance with IFRS and IAS
- o Attend Auditors queries and respond to their management letter
- o Analysis of the trial balance and reconciliation of accounts
- o Review monthly general ledgers open items
- o Make sure all entries are properly supported
- o Review all bank reconciliations
- o Review all aging reports, Accounts payable and accounts receivable
- o Make decision on provisions for write offs
- o Review tax returns
- o Ensure that tax returns have been properly filed
- o Ensure timely payment of taxes
- o Review tax planning to reduce tax liability
- o Preparation of annual and strategic (long term) planning
- o Review income statement to achieve desired Operating Company Contribution
- o Make sure all costs have been included and calculations are correct
- o Make balance sheet projection
- o Forecasts cash flow
- o Review capital expenditures and schedule timing per cash flow
- o Oversee Treasury operations
- o Category A bank signatory
- o Make decision on timing of investment
- o Manage bank relations
- o Assist headquarter with hedging
- o Review quotes for buying FOREX
- o Manage company AMEX credit cards
- o Single point of contact for all SAP R/3 testing and upgrade
- o All power user (super users) issues are sent to me
- o Liaise with help desk for changes in SAP
- o Ensure testing is done before go live for any SAP changes
- o SAP R/3 General Ledger and Controlling power user
- o Train and attend any query relating to GL and cost centre issues
- o Managing and leading
- o Performance appraisal for my staff
- o Coaching
- o Making transfers, promoting and train
- o Support SAP posting for Global Supplies Chain and East & Central Africa functions

Key Achievements:

- 2009 2nd Runner up Award for the Best Presented Financial Statements

(presented by National Board of Accountants & Auditors, NBAA) for both Manufacturing and Distribution categories.

2008 1st Runner up Award for the Best Presented Financial Statements (presented by National Board of Accountants & Auditors, NBAA) for both Manufacturing and Distribution categories.

Accountant to Management Accountant, 02/1999 - 12/2006
Tanga Cement Plc - Tanga, Tanzania

The Holcim Group is cement and ready mix aggregates company that holds majority and minority interests in more than 70 countries on all continents. From its origins in Switzerland, the Group has grown into a global company with market presence in over 70 countries on all continents.

Tanga Cement is currently owned by Afrisam (PTY) a South African company.

1999 – 2006 Management Accountant cum IT Manager Tanga Cement Company Ltd

Tanga Cement Company is a producer and supplier of cement used in construction and making of concrete products. The company entered into a management contract with Holcim Cement of Switzerland. In 1996 the government began to privatize the company and as of 2007 it is owned primarily by the public and by Holcim Mauritius. Tanga Cement migrated from Macolla Progression to SAP R/3 in year 2002.

Management Accountant cum IT manager is responsible for financial planning and analysis, costing, projects and information technology.

The Path and Responsibilities:

Recruited as Trainee Accountant in March 1999.

Mainly assisting in fixed assets, costing and Tax issues, Promoted in year 2001 to become Tax and Reconciliation Accountant, a position that heads general ledger and all other modules reconciliation, check if internal controls instituted by management is in place, check accuracy and completeness of transactions, file all tax statutory returns and provide tax consultancy for the company, ensuring that general ledgers are reconciled and supported with relevant documents including bank accounts.

Year 2003 March promoted to Management accountant cum IT officer, Oversee companywide efforts to identify and evaluate all critical systems. Design and implement security processes and procedures and perform cost benefit analysis on all recommended strategies. Collaborate with external auditors to conduct in-depth compliance audits and penetration testing, presenting all results to senior management. Supervise costing and fixed asset section, perform long term financial plan for the company, prepare annual budget, prepare monthly, quarterly and annual financial statements of the company Training for management and employees on company information systems. Supervise IT technician and manage all Company computer Hardware and other related peripherals. Compile corporate financial and non financial risk assessment

As a Management Accountant

- Preparing periodic financial statements, including profit and loss accounts, budgets, cash flows, variance analysis and commentaries
- Ensure that product costing is done and reflect actual situation
- Providing a support service by working with all departments and the management team to help make financial decisions
- Managing company Fixed Assets

- Ensuring spending is kept in line with the budget
- Informing key strategic decisions and formulating business strategies
- Analyzing financial performance and so contributing to medium and long-term business planning/forecasts
- Interpreting and communicating financial data to non-financial managers
- Liaising with other function managers to put the finances and accounts in context
- Monitoring and evaluating financial information systems and suggest improvements where needed

As IT Manager:

- Evaluating user needs and system functionality and ensuring that IT facilities meet these needs
- Planning, developing and implementing the IT budget, obtaining competitive prices from suppliers, to ensure cost effectiveness
- Scheduling upgrades and security backups of hardware and software systems
- Researching and installing new systems
- Ensuring the smooth running of all IT systems, including anti-virus software, print services and email provision
- Ensuring that software licensing laws are adhered to
- Providing secure access to the network for remote users
- Ensuring the security of data from internal and external attack
- Providing users with appropriate support and advice
- Managing crisis situations, which may involve complex technical hardware or software problems
- Mentoring and training new IT support staff
- Keeping up to date with the latest technologies.

As a Reconciliation Accountant:

- Prepare and file tax statutory returns, VAT returns, Corporate tax and others
- Ensure tax compliance
- Review General ledgers and bank accounts
- Review monthly general ledgers open items
- Make sure all entries are properly supported
- Review all bank reconciliations
- Review all aging reports, Accounts payable and accounts receivable

Key Achievements: § 2005 Award for the Best Presented Financial Statements (presented by KPMG)

System Product Specialist, 08/1998 - 02/1999

Soft Tech Consultant Ltd - Dar Es Salaam, Tanzania

Soft Tech consultants co. Ltd is an information technology company that provides information system solutions including support of ERP systems. Joined Soft tech consultants after university graduation.

Position: System Product Specialist **Responsibilities:**

- Epicor (Platinum) training for end users
 - Test and implement new applications
 - Provision of final approved for bug-free and fully functional commercial solutions.
 - Customers support.
 - Project management
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EDUCATION AND TRAINING

MBA, Corporate Management, 10/2010
Mzumbe University - Dar Es Salaam Campus

BBA, Bcom. Accounting, 06/1998
University of Dar Es Salaam - Dar Es Salaam

- Major in Accounting

LANGUAGES

Swahili: First Language

English: C2

Proficient