



SILVANO AWINO JOSEPH

CONTACT

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EDUCATION

Master Of Business Administration
(M.B.A.) - IT PROJECT
MANAGEMENT

Britts Imperial University College,
Sharjah,UAE

November 2018

Bachelor of Commerce -
International Business

University of Dodoma, Dodoma-
Tanzania

LANGUAGES

English:

Swahili:

CERTIFICATIONS

- Certified QuickBooks Online
Accountant, Intuit - June-Oct
2023

PROFESSIONAL SUMMARY

Focused Accountant with over three years of track record in product upselling banking and finance, financial management, tax preparation, financial reporting, reconciliation, and bookkeeping. Generates and analyzes reports and financial statements to correct variances and forecast budgeting needs. A methodical and attentive to details, strong organizational and interpersonal skills and high-level accounting software proficiency; QuickBooks, Xero, Sage, and Microsoft Accounting among others. Pleasure to meeting you!

SKILLS

- Product Upselling
- Accounts Payable
- Bank Reconciliation
- Asset Management
- Cashier/Teller.
- Accounts Receivable
- Bookkeeping
- Customer Relationship Management
- Payroll Administration
- Budget Analysis
- Statutory Reporting

WORK HISTORY

February 2022 - February 2024

Accountant, *Compassion International*, Tanzania

- Evaluated financial information to detail assets, liabilities, and capital, resulting in a comprehensive financial analysis.
- Completed payroll processing, financial statements, reports, and budgets to ensure accurate payment and financial information.
- Controlled financial records and ensure compliance with accounting standards and regulations, resulting in accurate financial reporting and adherence to legal requirements.
- Classification of general ledgers, and recordkeeping processes to ensure accuracy, compliance, and adherence to GAAP
- Improved financial reporting accuracy through meticulous data analysis and reconciliation efforts.
- Increased efficiency by streamlining accounting processes and implementing new financial software.
- Assisted in reducing outstanding accounts receivable balances by

diligently following up on overdue invoices.

February 2016 - November 2018

Bank Officer, *National Bank of Commerce, NBC*, Tanzania

- Encouraged customers to fill out KYC (Know Your Customer) forms, verifying customers' information purposely to know their background
- Introducing and Upselling banking products like premium credit cards, malengo accounts, business accounts, insurance, business loan, business club and pure save account
- Appraised and processed all applications made by customers on different inquiries such as loan applications, Dormant Account activation, and cheque processing
- Examined ATM cards, checkbooks, and customer statements.
- Enhanced customer satisfaction by efficiently handling inquiries and providing accurate information on banking products.
- Streamlined operations for improved efficiency by implementing new banking procedures and policies.
- Assisted customers in identifying financial goals and recommended tailored banking solutions that aligned with their objectives.

ACCOMPLISHMENTS

I consistently exceeded sales targets by 5% through proactive client engagement and tailored financial solutions. Considered standard of operating procedures,(SOPs) resulting in a 10% increase in client retention and satisfaction.

Implemented robust systems that enhanced accuracy and efficiency, reducing errors by 15%. Led initiatives that improved financial reporting processes, resulting in timely insights and informed decision-making. Recognized for consistently ensuring compliance with regulatory standards and optimizing financial performance.