

	<p><b>Name:</b> Azizi Abdul Munisi,  <b>Born:</b> 07 September 1987,  <b>Marital status:</b> Married,  <b>Nationality:</b> Tanzanian,  <b>E-mail address:</b> <a href="mailto:azizimunisi@yahoo.com">azizimunisi@yahoo.com</a>  <b>Mobile:</b> +255 714 818101/ 0756 18940/ 0788 555544.  <b>Years of Relevant Experience: 11+ years</b></p> <ul style="list-style-type: none"> <li>• <i>Professional practice: 10 years of Audit and Tax experience.</i></li> <li>• <i>Industry experience: 1 years</i></li> </ul>
<p><b>Academic Qualifications and Certification</b></p>	<ul style="list-style-type: none"> <li>■ Associate Certified Public Accountant in Public Practice (ACPA- 2468),</li> <li>■ Certified Public Accountant &amp; a member of NBAA (Nov 2012),</li> <li>■ Master of International Business (MIB) - University of Dar es salaam</li> <li>■ BA (Hons.) BCOM Accounting - University of Dar es salaam</li> </ul>
<p><b>Relevant work experience</b></p>	<p>Azizi has over 11 years of experience in the audit, tax and consulting fields. He specialises in the audit of donor funded projects, government parastatals, public entities, commercial companies, banks and financial Institutions. He has done audit work for educational projects as well as Manufacturing and Trading Companies.</p> <p>He also has a good experience in doing tax audits and tax health check for various Manufacturing companies, Non-Governmental Organizations and Financial Institutions.</p> <p>He also participated in various consulting works including setting up of finance departments of various companies from different sectors, preparing accounting manuals and finance policies, preparing risk register for different organizations and preparing compliance register for different companies.</p> <p>Azizi has over 11 years' experience in teaching CPA Classes to students who sit for NBAA – professional examinations. He mainly teaches Public Finance and Taxation Theory subject where he covers all relevant tax laws in Tanzania including the following tax laws:</p> <ul style="list-style-type: none"> <li>■ Income Tax Act (covering Corporate tax, Repatriated Income Tax, Payroll taxes and other withholding taxes, Capital gains tax and Filing returns)</li> <li>■ VETA Act (covering Skills and Development Levy)</li> <li>■ VAT Act 2015 (For banks, Insurance Companies and other Companies)</li> <li>■ VAT and EFD Regulations</li> <li>■ Tax Appeals Act 2006</li> <li>■ East Africa Community Customs Management Act</li> <li>■ Stamp Duty Act</li> <li>■ Tax Administration Act 2014 (and its regulation)</li> <li>■ Public Finance Act (for annual tax updates)</li> </ul>
<p><b>Current employer</b></p>	<p><b>Managing Partner at City Associates (December 2018 to date).</b></p> <ul style="list-style-type: none"> <li>■ Presently working with “<b>City Associates</b>, as Audit Partner, (over 4 years' on this role),</li> <li>■ As a Partner, is responsible to plan, coordinate and execute the audits of different client on both Public and Private sectors.</li> </ul>

	<ul style="list-style-type: none"> <li>■ Responsible to execute and manage all consulting works from the clients and ensure that desired outputs are achieved.</li> <li>■ Review and attend tax assignments and other advisory assignments.</li> </ul>
<p><b>Previous Employers</b></p>	<p><b>Assistant Audit Manager at Nexia SJ Tanzania (01 January 2013 to 30 November 2018)</b></p> <p><b>2018:</b> Managing the business, maintaining client relationship and managing all audit, consultation and tax related assignments.</p> <p><b>2014 to 2018:</b> Arrange meeting with managers and partner for briefing on what should be done from the planning stage to completion stage. Arrange meeting with client to for familiarization of the clients business and controls in place. Arrange meeting with managers and partner for review of the audit file. Perform audit plan – including risk assessment, materiality planning, related part consideration and review of internal audit functions. Division of work to audit team, budgeting time for each audit section and giving coaching notes to the audit team. Review of audit work done by assistants and give review notes for each respective section. Prepare financial statements of the client, including management letter and Letter if representation.</p> <p><b>2013:</b> Participating in audit planning, execution of field work in audit of financial statements including proper documentation, and finalizing audit work and preparing the audit file.</p> <p><b>2011 to 2012:</b> Ensures that accepted accounting and audit principles and policies are followed, and evaluates the adequacy and effectiveness of internal accounting procedures and operating system and controls. Inventory verifications, Audit of Cash Collections, Audit of Petty cash Disbursement (Cash payments), Audit of Bank reconciliation Statement, Verification of Material movement to branches, Review of online Bank statements, Audit of VAT, Audit of sales documentation, Audit of Debtors and Collections, Audit of various payments including HR related payments such as Allowance for casual workers, security, Payments made to Caters, allowance for coca cola work shop/Drivers, fuel payments and other Statutory payments, Prepare on a weekly basis Weekly audit report based on audit schedule and submit it to Internal Audit Manager, Prepare weekly and monthly report in all audit area and Performing any other duties as assigned by supervisor.</p> <p><b>Client portfolio for Audit, Tax and Accounting</b></p> <p><b>Donor funded:</b> HHRD, CUSO International, Huma Relief Foundation, Save the children international (SCI) - EC and SC UK funded projects, Women in Law and Development in Africa Tanzania (WiLDAF) – USAID and Irish aid funded project, CARE international – PKW project funded by FSdT, Railway Children Africa (RCA) – DfID and Railway Children UK funded project, Training Center for international Health (TTCIH). EGPAF, CARDNO Tanzania, Caritas Australia, PELUM Tanzania, Honeyguide foundation, Thamini Uhai, Family Health International (FHI 360), Tea Research Institution (TRIT), TaTEDO, CARITAS Australia – A+ Project, RNLI – Panje project and BTC – KIWATA Project</p> <p><b>Financial Institutions:</b> Tanzania Mortgage and Re-financing Corporation (TMRC), Tujijenge Tanzania Limited (TTL), and Habib Africa Bank limited.</p>

	<p><b>Government Parastatals/ Public sector</b></p> <p>Tanzania Fisheries Research Institute (TAFIRI), Audit of Government Regulatory Authority for Energy Sector in Tanzania (EWURA), Tanzania Postal Bank (TPB); procurement and Supplies Professionals and Technicians Board (PSPTB); Tanzania Trade Development Authority (TANTRADE); Capital Markets and Securities Authorities (CMSA); National Board of Accountants and Auditors (NBAA); National Health Insurance Fund (NHIF); Tanzania Investment Bank (TIB); Tanzania Women Bank (TWB) PLC; National Development Corporation (NDC).</p> <p><b>Educational projects: Minister of Education</b></p> <p>Expenditure Verification of DFID – EQUIP project under Prime Office (PMO), Expenditure and Value for money audit of Quality Improvement Programme in Tanzania (EQUIP) – Tanzania, Together We Can (TWC) by the American Red Cross.</p> <p><b>Commercial and Industrial:</b></p> <p>Hesu Investment Limited, Makasa Limited, Cetawico Limited, Strategic Investment Limited, Domiya Estate Limited, Dodoma Innovation and Production Company Limited (DIPC), EK Link Limited, ASYX Company Limited, Ratco Limited Maweni Lime Stone Company (VAT audit), Mansoor Daya Chemicals &amp; Co., The Kilimanjaro Aviation, Minetec Company Limited, Super Doll (Internal Audit), Freight Terminals Tanzania Limited and Serafina</p> <p><b>Consulting assignments:</b></p> <p>Preparation of Finance Manual for INADES Foundation, PELUM Tanzania, ESAMI, EA Brothers and Magilatech Limited.</p> <p>Preparing Risk register, Organizing the Finance Department and Compliance Chart for Simusolar Limited, Magila Tech Limited, INAFES Foundation, Thamini Uhai and Nyumbani Polyclinic.</p> <p>Exim Bank – Bar coding assets and Preparation of Fixed Asset Register, NETCELL - A procedural audit on Southern zone Distribution of MBU net program (Mtwara, Lindi and Ruvuma Region)</p> <p><b>Tax consultation assignments:</b> Makasa Limited, Cetawico Limited, EK Link Limited, ASYX Limited, Ratco Limited, PELUM Tanzania, Simusolar Limited, Mohamed Salim Business, Simusolar LTD, EA Brothers Company Limited, Minetec Company Limited, Freight Terminals Tanzania Limited, Mwanzo Education Publishers Limited, Nice Enterprises Limited, Sabri Abdallah Business, BQ Contractors Company Limited, PELUM Tanzania</p>
<b>Hobbies</b>	<ul style="list-style-type: none"> <li>■ Playing and watching football, reading spiritual books and Travelling.</li> </ul>
<b>Languages</b>	<ul style="list-style-type: none"> <li>■ English and Kiswahili.</li> </ul>

