

CURRICULUM VITAE

PERSONAL DETAILS

Full name: Farida Shabani Mkembe
Date of birth: 25th July, 1993
Sex: Female
Marital status: Single
Nationality: Tanzanian

CONTACTS

Mobile Number: +255 712269497
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EDUCATIONAL BACKGROUND

2021- 2022: National Board of Auditors and Accountants (NBAA)
Award: Certified Public Accountant - CPA (T)

2013 – 2016: Tanzania Institute of Accountancy (TIA)
Award: Bachelor Degree of Accountancy

2011 – 2013: Makongo High School
Award: Advance Certificate of Secondary School

2007 – 2010: Makongo Secondary School
Award: Certificate of Secondary Education

SKILLS AND COMPETENCIES

-Advanced Microcomputer Applications (Microsoft Word, Excel and Power Point)
-Accounting Software (Quick Book and Tally ERP)

LANGUAGE SKILLS

Language	Proficiency
Kiswahili:	Excellent
English:	Good

WORK EXPERIENCE

MALENGO ELECTRICAL CONTRACTOR COMPANY LTD

Position: Finance officer

Period: January 2020 to December 2022

Duties Performed

- Preparation of all company payments
- Preparation of all financial reports and Presentation
- Filling all reports concerning TRA and other government payments compliance
- Filling returns to BRELA annually

TANZANIA TELECOMMUNICATIONS CORPORATION (TTCL)

Position: Customer Service Representative

Period: July 2018 to March 2019

Duties Performed

- To answer calls from customers by the use of Call Centre telephone system.
- To resolve customers issues in pleasant, confident and very helpful telephone manner.
- To work as part of customer service team and maintain good relation with other team members.

NATIONAL AUDIT OFFICE (NAOT)

Position: Finance and Account department (Field work)

Period: July to September 2015

Duties Performed

- Preparing payment vouchers
- Sorting and batching of payment vouchers
- Bank reconciliation

REFEREES

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