

## **CHARLES MSEKERA MAJESHI**

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P.O. Box 552,  
Dar es Salaam -Tanzania .

**Phone: +255765730658 / 675569311**

### **QUALIFICATION SUMMARY**

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Organized, dynamic, ethical, professional and efficient with 3 years' working, experience with proven ability of supporting the project in implementing various activities such as management of all Finance and Tax management activities, Administrative ,office and field operations, and providing quality support service activities in the office. I am able to work under pressure and in team setting dealing with multiple tasks, managing work programs,meeting tight deadlines, prioritizing workloads, detail oriented and willing to assist co-workers, Supervisors and clients in a cooperate manner, committed to provide total quality work.

### **KEY SKILLS**

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- Communication Skills
- Organizational Skills.
- MS Office Suite
- Computer Literacy.
- Negotiation Skills.
- Interpersonal Skills

### **RELEVANT PROFESSIONAL EXPERIENCE**

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#### **BUSINESS MANAGER**

**September 2022-Currently**

#### ***MISOUJI TANZANIA LIMITED***

- Establish a Plan, gather resources, mobilize, and carry out the actual delivery.
- Perform Data mining to meet the needs and preparing monthly reporting.
- Create marketing materials and Help the Team lead manage and expand appropriate business unit.
- Manage Project budget, Billing, Collections and Financial Performance of Engagement.
- Cost Proposal help for designated programmes and development of price research and pricing strategy
- Report expenses, activities results market position and projections with accuracy and promptness
- Create capture tactics for sales targets that are in line with the objectives and lead introduction of new items to the channel and sales force.

- To help with completion of monthly quarterly and annual reports, collect Financial and operational data.
- Assist in Finishing the Annual Budget for the Executive Director
- Manage daily activities and offer assistance
- In charge of effectively recruiting, Directing and Managing a group of sales
- Create and construct deal criteria deal templates and deal Forms

## **FINANCE TRAINEE**

**September 2021- November 2021**

### ***Tanzania Revenue Authority -Kahama Tax***

- Assist in preparation of action plans as well as preparation Annual of budgets.
- To conduct face vetting of tax returns, Being a key point of contact for other departments on financial and accounting matters
- Reconciling daily, monthly and yearly transactions also preparing respective periodic management reports.
- Preparation of monthly payroll reports for approval of salaries and emoluments,
- Preparing balance sheets and Processing invoices.
- Resolve financial disputes raised by the customer service and sales teams as well as conducting desk audit on simple cases and assist in field audits.
- To conduct physical and compliance surveillance surveys, and gathering information for new taxpayers' registrations.
- To prepare tax positions for all taxpayers and arrears list and follow up payments.
- To conduct face vetting of application for tax exemptions, relief, refunds, motor vehicle and driver's license application.
- To process annual motor vehicle licenses renewal, transfers of ownership and issue the licenses.
- Supporting the Finance Manager and executives with projects and tasks when required

## **TAX MANAGEMENT TRAINEE.**

**August 2020- October 2020**

### ***Tanzania Revenue Authority - Kahama Tax Region***

- To issue correct tax assessment in accordance with tax laws also Provide innovative tax planning and review complex income tax returns.
- To collect taxes according to the existing tax laws, regulations and procedures and delivering full range of tax services in compliance with laws and regulations within timeframe.
- To provide high quality services to taxpayers and other stakeholders and Build relationships and interact with clients to provide excellent planning, consulting and expertise
- To handle all enquiries from taxpayers and other stakeholders so as to enable them Fulfill their obligations

- To manage all complaints from taxpayers with a view to providing solutions and enable the TRA to improve service delivery.
- To issue tax forms and provide timely and accurate information in a simple language and Manage tax provision and tax compliance process.
- To facilitate effective communications to taxpayers Identify and mitigate tax risks and Coordinate accounting staff and assess their performance.
- To educate taxpayers and other stakeholders on their rights and obligations

## **EDUCATION**

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2023- Currently	:	THE NATIONAL BOARD OF ACCOUNTANTS AND AUDITORS [NBAA]
Award	:	CERTIFIED PUBLIC ACCOUNTANTS (CPA T)
Level	:	INTERMEDIATE LEVEL [ON GOING]
2019- 2022	:	TUMAINI UNIVERSITY DAR ES SALAAM COLLEGE
Award	:	Bachelor Degree of Business Administration.
MAJORING	:	ACCOUNTING
2017-2019	:	ANDERLEK RIDGES SECONDARY SCHOOL
Award.	:	Certificate of Advance School (ACSEE)
2013-2016	:	RODAN SECONDARY SCHOOL
Award	:	Certificate of Secondary School (CSEE)
2006 -2012	:	ROCKEN HILL ACADEMY
Award	:	Certificate of Primary School (CPSE)

## **TRAININGS, WORKSHOPS, SEMINARS AND SHORT COURSES NEXT BYTE ICT SOLUTIONS COMPANY LIMITED**

*Professional Accounting Package Training Certificate.*

*May 7 - 8 2022*

## **INTERNATIONAL CENTRE FOR PROFESSIONAL DEVELOPMENT-AFRICA (ICPD)**

*Intelligence Quotient Test Certification.*

*April 6 2023*

## **RESEARCH WORK**

CHARLES,MAJESHI. (2022), study title “*The Effects of Computerized Accounting System in Auditing Process*” a Case study at KPMG International Auditing Firm-Dar es Salaam.

## **LANGUAGES**

Excellent in Writing, listening, reading and speaking

- English
- Swahili

## **PERSONAL INTERESTS**

- Volunteering and Community Involvement
- Reading
- Writing
- Movies
- Blogging
- Sports
- Learning Language

## **REFEREES**

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Mr John Mrutu,  
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Tumaini University Dar es Salaam College[TUDARCo],  
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## **DECLARATION**

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I, the under named, hereby declare that, all the information disclosed within do correctly describe me, my qualifications and experiences to the best of my knowledge.

CHARLES MSEKERA MAJESHI