

## CARRICULUM VITAE

FIRST NAME	:	ADEN
MIDDLE NAME	:	FRANCIS
LAST NAME	:	JANSON
DATE OF BIRTH	:	26 <sup>th</sup> OCTOBER, 1998
GENDER	:	MALE
MARITAL STATUS	:	SINGLE
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ADDRESS	:	DAR ES SALAAM

## **EXECUTIVE SUMMARY**

I believe in excellence and always dedicated myself, my talent and creative abilities to assure successful accomplishment of any company goals. My positive attitude is valuable asset to any organization that would employ me. To build a career of accounting and finance through a variety challenging, experiences utilizing my creativity, innovation, and confidence that will add value to an organization.

### CAREER OBJECTIVE

To pursue career in accounting and finance and other activities not limited. Aspire to work for organization that demand higher standard of its development sustainability and I will assure to share my knowledge and skills to maintain the aim of organization for success and perform activities.

## PERSONAL PROFILE

A strategic, analytical, hardworking, self-motivated, quick learner trustworthy and effective team player who is always willing to learn, lend helping hand and seek opportunities for improvement ready to prepare, maintain and control petty cash vouchers, to file and keep document in proper system, creative oriented and working successfully with any age.

## EDUCATION BACKGROUND

2019 – 2022 : Bachelor Degree in Accountancy  
Tanzania Institute of Accountancy.

2017 – 2019 : Advance Certificate of Secondary Education Examination (ACSEE)  
Umbwe Secondary School

2013 – 2016 : Certificate of Secondary Education Examination (CSEE)  
Swilla Secondary School.

2006 – 2012 : Certificate of Primary School Education  
Kinyerezi Primary School

## **WORKING EXPERIENCE**

1. Volunteering at divine outreach foundation in Dar es Salaam as program coordinator from December to current.

### **Duties of program**

- Assist with planning and coordination of programs
- Support program growth and development
- Monitor implementation of program policies and practices.
- Oversee program budget
- Manage marketing and communication.
- Facilitate positive relations between program team, media and other departments within organization.

### **ACHIEVEMENT:**

- Offer positive relations between program team and other departments within organization.
  - Managing marketing and communication.
2. Sales manager at Stella Whole sale in Dar es Salaam from July 2019 to November 2022.

### **Duties of sales manager**

- Analyzing overall performance metrics
- Creating short and long-term sales plan
- Management of customer relationships
- Reporting and operations
- Recognize customer needs
- Consistently meet revenue goals
- Acquisition of new clients

## **ACHIEVEMENT**

- Generating revenue goals of wholesale shop
- Maintaining overall performance metrics of a shop
- Acquisition of more new clients as more revenue generated
- Maintaining of relations between customers and sales team.

## **TRAINING AND AWARDS CERTIFICATE**

- 2022 : Certificate of Social Media Marketing  
: Quick Book  
: Tally

## **ACCOUNTING SKILLS**

- Performing account payable and account receivable functions
- Managing payroll
- Customer service

- Producing financial reports that are aligned with accounting standards
- Forecasting budgets
- Active listening

### **LANGUAGE SKILLS**

<b>LANGUAGE</b>	<b>SPEAK</b>	<b>WRITING</b>
• ENGLISH	FLUENT	FLUENT
• SWAHILI	FLUENT	FLUENT

### **ADDITIONAL SKILLS**

Computer applications; Microsoft – word, Microsoft – Excel, Power point.

### **REFEREES**

**BARAKA MUSHI**

**LOGISTIC ASSISTANT**

**RV Export Limited**

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**DISHON NDARU**

**MEDICAL LABORATORY SCIENTIST**

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### **DECLARATION**

I declare that information provided is complete and correct to best of my knowledge.

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**ADEN FRANCIS**