

CURRICULUM VITAE

PERSONAL INFORMATION

Surname: Shayo

First Name: Janeth

Middle Name: Jackson

Date of Birth: 16th December, 1998

Place of Birth: Dar es Salaam

Gender: Female

Marital Status: Single

Nationality: Tanzanian

CONTACTS

Postal Address: P.O Box 9321, Dar es Salaam

Mob: +255 677 598 687

Email: shayojaneth823@gmail.com

LANGUAGE

English: Speaking, Writing, Reading & Listening – Very Good

Swahili: Speaking, Writing, Reading & Listening – Very Good

RESUME SUMMARY

I am a young dynamic, enthusiastic graduate Tax Officer who aims to excel in my profession. My passion for working in tax and customs administration, drives me on getting in depth knowledge on how to manage taxes and therefore maximizing government revenues through tax collection and combating corruption for the benefits of the country. Furnished with Integrity, work ethics and ability to perform well in a team by being innovative and dedicated to the succession of my profession. I look forward to assist the company in developing their services and product as a cost consultant as well as growing my professional skills in my career as a Tax Officer and in a business world.

CAREER OBJECTIVES

- To use my talent, skills and experience to contribute to the growth and societal impact of any organization that will support my career development and sharpen inbuilt skills to foster the growth and development of the organization, our country and the world at large.
- To develop my career skills and bring positive change in the organization and society, to quickly experience with work, to be a good expert in construction projects and making sure that the company utilize well my skills, to be self-motivated, working under Pressure and finally building a good relationship with other careers within and outside of the organization for the benefit of the organization.
- To inspires and motivate others when leading and managing, giving at all times clear and concise direction with the added ability to think in a strategic manner so as to attain the goals set by an organization.

EDUCATION BACKGROUND

| YEAR (FROM - TO) | AWARDING INSTITUTION | AWARD |
|---------------------|----------------------------------------------|--------------------------------------------------------------------|
| 2018 - 2022 | Institute of Tax Administration, Tanzania | Bachelor Degree of Customs and Tax Management |
| 2016 - 2018 | Mawenzi Secondary School, Tanzania | Advanced Certificate of Secondary Education Examination (ACSEE) |
| 2012 - 2015 | Pandamoyo Secondary School, Tanzania | Certificate of Secondary Education Examination (CSEE) |
| 2005 - 2011 | Barracks Primary School, Tanzania | Certificate of Primary Education Examination (CPEE) |

PROFESSIONAL EXPERIENCE

September – November 2020: Worked with **Tanzania Regulation Authority (TRA) - MOROGORO** as a trainee Tax Officer to be familiar with tax matters, by performing different duties and responsibilities as the following;

- To provide tax clearance
- To conduct physical survey
- To prepare TIN numbers for tax payers
- To prepare respective periodic management reports

July – September 2021: Worked with **Tanzania Regulation Authority (TRA) – HOLILI OSBP** as a trainee Customs Officer to be familiar with custom matters as whole importation and exportation of cargos and performing different duties and responsibilities as the following;

- To conduct physical verification of goods
- Documentary verification
- Recording imported goods
- Closing seal
- Verification of empty containers
- Provision of road toll
- Recording of export goods

PROFESSIONAL TRAININGS

September 2017 Conferences called by Community Reading Association (CORA) which involve positive self-esteem, intelligence, goal focus, team work, and self-discipline.

APPRECIATION/AWARDS

Certificate of award as recognition member of MALIHAI club of Tanzania (2018).

Certificate of award as a recognition of work done during field attachment in DRD – Block Boma-Morogoro Regional Offices (2020).

Certificate of award as recognition member of Tanzania Students Christian Fellowship (TSCF) (2016 – 2018).

Certificate of a leadership role as adviser at Tanzania Students Christion Fellowship (TSCF) (2016-2018).

Certificate of award as recognition member of Prevention and Combating of Corruption Bureau (PCCB) Anticorruption club (2012 – 2015).

Certificate of award of appreciation for a best student in Literature at Pendamoyo secondary school (2015).

Certificate of award as recognition member of UVCCM – ITA at institute of Tax Administration.

SKILLS

- Ability of using Microsoft Office (Word, Excel, PowerPoint)
- Basic Computer Application Skills
- Ability to organize personal work priorities and helping others
- Tax management

WORKING ABILITIES

- Able to communicate openly with people of different backgrounds
- Quick reacting during emergencies
- Working with minimum supervision
- Results oriented and able to meet tight deadlines
- Focus on Quality and Risk

HOBBIES AND INTERESTS

- Gaining new knowledge, sharing experience, challenges and learning new things in the community as well as helping others achieving their goals
- Outdoor activities
- Reading books
- Team sports
- Travelling and visiting places of adventure

REFEREES

Dr. Charles Msenga,

Medical Doctor – Ministry of health,

P. O. Box 743, Dodoma.

Mobile: +255 788 901 390

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Mr. Haji Mkwawa,

Lawyer - Institute of Tax Administration,

P.O. Box 9321, Dar es Salaam.

Mobile: +255 682 596 129

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Ms. Doreen Milton Shango,

Research Consultant – World Bank,

P.O. Box 50, Mirambo

Email: dshango@worldbank.org

DECLARATION

I **Janeth Jackson Shayo** certify that the above descriptions describe what I am and correctly describes myself and not otherwise. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal.

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Janeth Shayo