

ELIYA LUKANYA MALUNDE

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PERFORMANCE SUMMARY

Ability to achieve the organizational goals. Skilled in Management, Administration, Accounting, and Business. Excellent team builder and motivator with honed communication and analytical thinking skills and prioritizing range of responsibilities within a team.

PERSONAL DATA

Date of Birth: 29th August, 1997

Sex: Male

Marital Status: Single

Language: Kiswahili and English

Nationality: Tanzanian

Tribe: Msukuma

Religion: Christian

EDUCATION:

| | |
|------------------|-----------------------------------------------------------------------------------------------------|
| 2018-2021 | Bachelor of Business Administration (BBA) The University of Dodoma (UDOM), Dodoma. |
| 2016-2018 | Advanced Certificate of Secondary Education Examination (ACSEE) Galanos Secondary School, Tanga. |
| 2012-2015 | Certificate of Secondary Education Examination (CSEE) Rorya Secondary School, Mwanza. |
| 2005-2011 | Primary Education Leaving Certificate (PELC) Buzuruga Primary School, Mwanza. |

AWARDS AND OTHER TRAINING CERTIFICATES.

- Certificate of appreciation of being the time keeper for the year 2016 2017at Galanos Secondary School, Tanga.

AREAS OF COMPETENCE

Auditing and Assurance

Financial Accounting

Computer packages, e.g. Microsoft office like Excel, Word.

Financial Management

Good Communication Skills

High ability to interact and socialize with other individuals

WORKING EXPERIENCE

1. **Audit Associate-** TAC ASSOCIATES: 24th October, 2022– Present

Duties performed;

- Participating in the pre-liminary audit engagement activities, e.g. Audit planning, opening meeting with the client.
- Review of financial statements for both public and private sector enterprises
- Review of accounting records
- Preparing the audit file for keeping records of our potential clients
- Conduct compliance, substantive, and analytical tests
- Dealing with different audit areas like vouching (searching for unrecorded liabilities), evaluating the fixed assets register.
- Working collaboratively with the engagement team in accomplishing the audit assignment.
- Preparing audit lead schedules.
- Performing any other duties as assigned to me by the audit supervisor (team leader).

2. **Trade Officer Assistant-** Mwanza City Council (M.C.C): 07th September, 2020 - 16th October, 2020.

Duties performed;

- Determining the tax amount charged on hotel owners (hotel levy).
- Issuing liquor and business licenses to the respective customers.
- Assisting customers to fill the forms required and other important requirements needed for one to obtain a liquor or business license.
- Registering the new applicants for liquor and business licenses.

TRAINING AND WORKSHOPS ATTENDED

- Trainer: Mwanza City Council (MCC), The University of Dodoma (UDOM) Field Practical Training, September to October, 2020.
- Trainer: National Board of Accountants and Auditors (NBAA) workshop on the field of Accounting Profession which included background of the Board and the necessary procedures and requirements needed for one to be recognized as a Certified Public Accountant (CPA-T), conducted at The University of Dodoma, College of Business Studies and Economics (CoBE), 2020.
- Trainer: AIESEC with NMB Bank seminar on the Career Fair 2021 which focused on the topics such as Volunteering, internships, job opportunities, entrepreneurship, and skills that employers expect from the job applicants, at The University of Dodoma (UDOM), College of Informatics and Virtue Education (CIVE), 2021.
- Trainer: Directorate of Postgraduate Studies-UDOM seminar titled “AFTER GRADUATION” with the focus on the following main topics such that Employment, Self-employment, and Further study, conducted at The University of Dodoma (UDOM), College of Business Studies and Economics (CoBE), 2021.
- Trainer: Global Leadership Summit (GLSTANZANIA) seminar on “LEADERSHIP” which covered the following major topics such that Building organization resilience, Creating a healthy culture of your company, Bending the curve of your organization from decline to growth, conducted at The University of Dodoma (UDOM), College of Business Studies and Law (CBSL), 2019.

SKILLS

I have successfully acquired both hard and soft skills, as follows hereunder;

| Hard Skills (Academic skills) | Soft Skills |
|----------------------------------------|-----------------------------------------------------------------|
| - Auditing and Assurance services | -Team working and hardworking spirit |
| - Financial Accounting | -Socializing skills (Ability to socialize in a new environment) |
| -Import and Export Business Management | -Skills to work under pressure |
| -Strategic Management | -Interpersonal skills |
| -Inventory Management | -Communication skills |
| - Organisational behaviour | -Skills on emotional intelligence |
| -Financial Management | -Positive attitude |
| -Principles of Management | |
| -Cost and Management Accounting | |
| -Human Resources Management | |

HOBBIES AND INTERESTS

| Hobbies | Interests |
|--------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| -Preaching and attending in various church issues | -Interested in working for the Organization/company |
| -Reading and studying personal development books and other inspirational books | -Interested in social events like wedding ceremonies, and charities. |
| -Cooking | -Interested in professional and other life seminars like leadership seminars, and personal development seminars. |
| -Watching and listening to Gospel music | |

REFEREES:

1. CPA-T Justice Shekalaghe,
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