

# CURRICULUM VITAE (CV)

P .O Box 258, Mafinga, Iringa, Tanzania

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## 1:0 PERSONAL PROFILE

A full certified person on accounting and transport finance, together with all matters concerning Business, Taxation, Freight And Transportation Accounting, Airline Finance, Court Process Service, Court Broker, Taxation, International Finance, management information technology, Entrepreneurship and Administration & Management.

I am an understandable, adaptable and full committed person towards the achievement of the goal and accomplishment of the mission at work. Cooperation and initiatives are my motto.

**MY OBJECTIVE:** To obtain accounting and transport finance practice that will enable use my strong organizational skills, Educational background and ability to work well that enables a positive contribution to the company/ organization.

## 2:0 PERSONAL DETAILS

First Name:	<b>Uledi</b>	Place of Birth	<b>Mufindi, Iringa, Tanzania</b>
Last Name	<b>Mahanga</b>	Marital Status:	<b>Married</b>
Nationality:	<b>Tanzanian</b>	Age:	<b>33 Years</b>
Date of Birth:	<b>09<sup>th</sup> November 1989</b>	Religion:	<b>Christian</b>

## 3:0 EDUCATION BACKGROUND

- 3.1 Oct. 2015 to Nov. 2018:** **BARCHELOR DEGREE IN ACCOUNTING AND TRANSPORT FINANCE**, at National institute of transport (NIT), Dar es Salaam, Tanzania
- 3.2 April 2013 to Feb. 2015:** **ADVANCED CERTIFICATE OF SECONDARY EDUCATION EXAMINATION (ACSEE)**, at Sangu secondary school, Mbeya, Tanzania.
- 3.3 Jan. 2002 to Oct. 2005:** **CERTIFICATE OF SECONDARY EDUCATION EXAMINATION (CSEE)**, at Ifwagi Secondary School, Iringa Tanzania.
- 3.3 Jan. 2012 to Sept. 2012** **CERTIFICATE OF SECONDARY EDUCATION EXAMINATION (CSEE)**, at J J Mungai secondary school centre, Iringa Tanzania
- 3.3 Jan. 1995 to Sept. 2001:** **LEAVING CERTIFICATE OF PRIMARY EDUCATION EXAMINATION (CSEE)**, at Ikonongo Primary School, Iringa, Tanzania.

### **3:1 OTHER TRAININGS**

#### **3.1.1 NATIONAL SERVICE PROGRAMME June 2015 to September 2015**

823 KJ MSANGE JKT (OPERATION KIKWETE) - TABORA, TANZANIA

- ✓ Team working
- ✓ Capacity to accept trouble (patience)
- ✓ Entrepreneurship skills, Stoic and self-defensive

#### **3.1.2 COURT PROCESS SERVICE AND COURT BROKER 23<sup>th</sup> November 2020 to 7<sup>th</sup> December 2020 The institute of judicial administration (IJA) –lushoto held at Law school of Tanzania**

- ✓ To serve judicial and extra judicial documents like summons, notices, copies of judgment, rulings, decree and orders,
- ✓ Execute court degrees or orders.

#### **COMMUNITY INTEGRITY BUILDING COMMUNITY MONITOR COURSES 27<sup>th</sup> -29<sup>th</sup> July 2019 Raleigh Tanzania held in Iringa Tanzania**

#### **ACCOUNTING PACKAGE TRAINING AT University of Dar es Salaam Business School in 2017**

- ✓ Tally ERP 9
- ✓ MYOB Premier –v19
- ✓ Sage pastel partner 2007
- ✓ QuickBooks premier 2012

### **4:0 WORK EXPERIENCE**

#### **4.1 January 2021 to date: Working as an accountant at Tuinuane microfinance (T) LTD, Mafinga, and Iringa, Tanzania**

##### **DUTIES AND RESPONSIBILITIES AS AN ACCOUNTANT**

- ✓ Preparing documents such as invoices, bills, and accounts payable and receivable
- ✓ Completed the daily, weekly and monthly profit and loss statements reports.
- ✓ Counter checking and valuation of loans.
- ✓ Making financial analysis of the working loan.
- ✓ Investigated and resolved issues involving payments or invoices
- ✓ Preparation of the loan details and non-working loan
- ✓ Providing all required financial information to the Business Owner
- ✓ Provision of the loans details to the stakeholder of the institute

#### **4.2 June. 2019 to December 2021: Working as a manager, accountant, and court process server (under High court of Tanzania) at Spytech and security supplies LTD at Mafinga, Iringa, Tanzania.**

##### **DUTIES AND RESPONSIBILITIES AS A MANAGER, ACCOUNTANT, AND COURT PROCESS SERVER (UNDER HIGH COURT OF TANZANIA)**

- ✓ Manage all activities done in debt collection.
- ✓ Assess, review and approve the progress of debt collection

- ✓ Supplying of the court process from the plaintiff to defendant
- ✓ Preparing of the report and portfolio of the debt collection
- ✓ Attending the discipline subcommittee of court broker process server at high court of Tanzania at Iringa registry (member of subcommittee)
- ✓ Maintain a well-functioning filing system at the company for all loan documents
- ✓ Supervising the debt collection and public auction
- ✓ Preparing and conducting public auction as per rule.
- ✓ Carrying out any other related duties as may be signed by the Managing Director

**4.3 December 2016 to February 2017: Worked as a ACCOUNTING AND FINANCE TRAINEE at Chai Bora Limited Mafinga- Iringa Tanzania**

**DUTIES AND RESPONSIBILITIES AS ACCOUNTING AND FINANCE TRAINEE**

- ✓ Preparations of petty cash payment.
- ✓ Posting of manufactured tea on the systems (computer package).
- ✓ Productions supervisions
- ✓ Preparation of Local Purchases order (LPO)
- ✓ Administering and Working together with the producers both skilled and non-skilled
- ✓ Receiving and issuing of bank cheques and bank pay slips
- ✓ Ensuring the movement of the product
- ✓ Management of the fleet
- ✓ Receiving the customer's/distributors order and sending the order pressed at the sales management office
- ✓ Preparation of bank reconciliation statements of all accounts
- ✓ Maintenance of paid cheque registers and Dispatching cheques
- ✓ Carrying out any other related duties as may be signed by the Managing Director

**4.4 April 2016 to July 2016: Worked as a ASSISTANT ACCOUNTANT TRAINEE at MUFINDI DISTRICT COUNCIL — IRINGA, TANZANIA**

**DUTIES AND RESPONSIBILITIES AS ASSISTANT ACCOUNTANT TRAINEE**

- ✓ Preparation of payment vouchers
- ✓ Cash book analysis and data entry
- ✓ Recording, issuing and writing journal voucher for imprest and petty cash payments
- ✓ Posting of payment vouchers and receipts in cash book (cash book analysis)
- ✓ Preparation of bank reconciliation statements of all accounts
- ✓ Posting of payments in ledger account
- ✓ Calculations of salary arrears to employees
- ✓ Sorting and arranging of salary slips
- ✓ Writing and recording receipts in Exchequer Receipt Voucher or receipt books
- ✓ Maintenance of paid cheque registers and Dispatching cheques
- ✓ Receive cash from Bank and Prepare daily cash balances
- ✓ Prepayment of petty cash account
- ✓ Collection of receipts book from revenues collector

- ✓ Collection of district debt from different transactions
- ✓ Arrangement of monthly payment list
- ✓ Educating of customers on various of payment
- ✓ Preparation of Local Purchases order (LPO)
- ✓ Receiving and issuing of bank cheques
- ✓ Any other relevant duties that may be assigned by the Credit Manager.

**4.5 June 2012 to June. 2013: Worked as an Accountant And Teacher At Adonai Secondary School. Mafinga Iringa Tanzania**

**DUTIES AND RESPONSIBILITIES AS AN ACCOUNTANT AND TEACHER**

- ✓ Collection of the students school fees
- ✓ Administering the discipline at school for the students
- ✓ Preparation school financial report
- ✓ Preparing of petty cash
- ✓ Procuring of the organization needs
- ✓ Working together by other teachers in solving the school related problems

**5:0 AREA OF EXPERTIES**

- ✓ Customer service and support (phone and face-to-face)
- ✓ Having a mathematical mind with good analytical skills
- ✓ Filling, Record management, Data entry and End-of-day and month processing
- ✓ Inventory accounting, Cash management, Maintenance of ledger entries,
- ✓ Transaction processing, Bank reconciliation, Profitability analysis, Variance
- ✓ reporting, Profit and Loss analysis, Strategic business reviews, Margin analysis and Expenditure tracking
- ✓ Good all round Financial, Management and Costing Accounting Knowledge
- ✓ Knowledge of Accounts Payable and Receivable processes and procedures
- ✓ Able to co-ordinate and manage all aspects of Payroll and VAT Administration Financial statements and Departmental budget preparation and forecasting.
- ✓ Knowledge of Financial, Costing and Management Accounting principles, standards and practices in preparing management, costing and financial analysis and reports
- ✓ Able to Interpret and apply domestic and international principles and practices in Taxation and Auditing
- ✓ Able to conduct research activities and writing business plans and reports
- ✓ Knowledge of Accounting information system, International finance and E-Business
- ✓ Manage Finance, Risk, Costing and analyze investment projects in an organization Prepare Financial, Management and Costing statements in Transport sectors ( Airline, Aviation, shipping, Logistics, Rail, and Infrastructures)
- ✓ Court issues like:
  - Court broker
  - Court Process server
- ✓ Transport issues like;-
  - Freight and Transportation accounting
  - Transport finance
  - Airline Finance
  - Transport cost and finance

## 6:0 COMPUTER SKILLS

<b>Application Software</b>	<b>Level of Proficiency</b>
✓ Ms Word	Excellent
✓ Ms Excel	Excellent
✓ Ms Emails & Internet	Excellent
✓ Ms Power Point	Intermediate

## 7:0 LANGUAGE SKILLS

<b>Language</b>	<b>Level of Proficiency</b>
✓ English	Fluent
✓ Kiswahili	Fluent

## 8:0 INTERESTS AND HOBBIES

- ✓ **Travel:** Widespread travel through many region of Tanzania mainland
- ✓ **Reading:** Inspirational books and novels, Holy Bible, Newspapers, Magazine
- ✓ **Watching:** News, movies, music on television
- ✓ **Sports & Games:** Football, Volleyball, Computer games
- ✓ **Others:** Internet surfing, Exposure and networking, Learn about new things.

## 9:0 REFERENCES

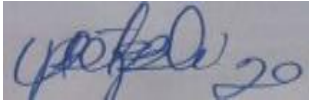
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## 10:0 DECLARATION STATEMENT

I, **Uledi mahanga**, hereby certify that to the best of my knowledge and belief, this document is correctly and currently describe my qualification, experience and ability.

A handwritten signature in blue ink, appearing to be "J. P. [unclear]" followed by a stylized flourish.

20.....  
(Signature)

May 26, 2023,

.....  
(Date)