

CURRICULUM VITAE

Janet Msambila

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PERSONAL PARTICULARS

Date of birth: 5th August 2000
Sex: Female
Marital Status: Single
Nationality: Tanzania
Language: Kiswahili, English (Written and Spoken fluency)

PERSONAL PROFILE

I'm a young, energetic, determined individual who aims at achieving the best of all outcomes. I have a positive mind when it comes to solving problems, accomplishing tasks and seeks to complete them. I am set to learning new things and having new experiences knowing that it expands my scope of knowledge.

CAREER OBJECTIVE

To apply all the knowledge and experience that I have acquired in a career that will give me room to evolve myself in socio-economic development, innovation and creativity. I also set to learn and obtain new ideas for my professional growth and the growth of the company that I shall serve too.

EDUCATION AND TRAINING

Institution	Award	Course
University of Dar es salaam 2019-2022	Bachelor's Degree	Bachelor of Commerce in Accounting
St Joseph's Cathedral High School 2017-2019	Advanced Certificate of Secondary Education Examination (A.C.S.E.E)	Economics, Commerce, and Accounting
Canossa Secondary School 2013-2016	Certificate of Secondary Education Examination (C.S.E.E)	Secondary Education

WORK EXPERIENCE

Company: STANBIC BANK

Position held: Practical Trainee (From July 2021 to October 2021)

Tasks and responsibilities

- Verification and preparation of payment vouchers
- Recording and filing of invoices and necessary documents
- Payment and follow up of imprest to employees.
- Payment of invoices to clients

Company: TEKNICON LTD {CONSULTING ENGINEERS &PROJECT MANAERS}

Position held: Accountant Intern (Jan 2023-April 2023)

Tasks and responsibilities

- Ensure timely bank payments.
- Payment and follow up of imprest to employees
- Manage all accounting transactions
- Publish financial statements on time

Company: VITA FOAM TANZANIA (T) LTD.

Position held: Executive Accountant (June 2023- to date)

Tasks and responsibilities

- Conduct bank reconciliation of all bank statements and the company's system.
- Posting local and international invoices.
- Monthly filing of Tax returns. (VAT, WHT)
- Reconciling branch account sales.
- Posting bank receipts and payments into the company's system.
- Reviews paper work to ensure and documents to ensure shipping, handling, storage and other charges are billed correctly.
- Stock Reconciliation (Delivery notes vs Goods Received Notes)
- Extend support to external auditors.

SKILLS AND ATTRIBUTES

- Computer skills in, Ms Excel, Ms Word, Ms Access,
- Accounting Softwares- Tally, Quickbook & SAP
- Time management skills
- Ability to work in a team
- Ability to work under minimum supervision
- Ability to adapt to changes and challenges

CERTIFICATES AND ACHIEVEMENTS

- 2021- Certificate on Tally, MYOB, Quick books and Sap accounting packages.
- 2016- Certificate of Microcomputer applications at the University of Dar es salaam Computing Centre
- A graduate member of (AADU) Accounting Association Dar es salaam University
- Currently pursuing CPA studies-Final level.

HOBBIES AND INTEREST

- Music
- Physical exercising
- Traveling
- Socializing
- Charity activities and events

REFERENCES

Herrington Sakaya

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Vitafoam (T) Ltd
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Robert Damian Lubuva

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Declaration

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

JANET MSAMBILA