

NAMKARI HASSAN

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Email: namkarihassan738@gmail.com

PERSONAL PARTICULARS

Date of birth: 20th August, 1999
Sex: Female
Marital status: Single
Nationality: Tanzanian
Language: Swahili, English (Written and spoken fluency)

PERSONAL PROFILE

Highly motivated individual with desire to take on new challenges. Strong worth ethic, adaptability and exceptional interpersonal skills. Adapt at working effectively unsupervised and quickly mastering new skills. Well organized individual eager to apply time management and organizational skills in various environments. Seeking entry level opportunities to expand skills while facilitating company growth.

WORK EXPERIENCE

Field practical training at **UNIT TRUST FUND ASSET MANAGEMENT AND INVESTMENT SERVICES (UTT AMIS)** from July 2020 - October 2020 and from July 2021 - October 2021

- Assist in preparing weekly, monthly, quarterly and annual financial reports
- Preparation and clearance of cheques
- Preparation of Suppliers' payments
- Filling of transfer forms
- Filing of cheque payment vouchers.
- Processed financial aid documents and completed basic verification of information.

Sales Representatives at **WIPRO TECHNOLOGIES** from January 2023 to March 2023.

- Work with company's sales team to determine the best strategies to increase customer purchase
- Determine the most effective solutions to increase company sales
- Identify new sales opportunities through customer referrals
- Developing and sustain long lasting relationships with customers
- Developing in-depth knowledge of company products

Accountant at **BUILT WELL CONSTRUCTION COMPANY LIMITED** from April 2023 to September 2023

- Managing and processing invoices, receipts and payments
- Assisting with general administrative tasks within the accounting department
- Ensuring timely and accurate payment of invoices
- Supporting the preparation of tax filings and compliance requirements
- Assisting in preparation of financial statements and reports
- Following accounting policies and procedures to ensure accuracy and compliance .

SKILLS AND ATTRIBUTES

- Effective written and verbal communication
- Data entry and record-keeping
- Knowledge of relevant tax regulations and compliance
- Knowledge of accounting principles and practices
- Attention to detail and accuracy in handling financial data
- GAAP Accounting standards and understanding
- Problem solving

HOBBIES AND INTERESTS

- Physical exercising
- Travelling
- Socializing

EDUCATION AND TRAINING

- **The Institute of Finance Management (IFM), Dar es Salaam, Tanzania**
NOV 2019- NOV 2022- Bachelor of Accountancy
- **Baobab High School, Pwani, Tanzania**
JULY 2017-MAY 2019- Advanced Certificate of Secondary Education Examination (A.C.S.E.E)
- **Canossa Secondary School**
JAN 2013-OCT 2016- Certificate of Secondary Education Examination (C.S.E.E)

REFERENCES

Hamida Lashikoni

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