

PENDO MSECHU

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PERSONAL PARTICULARS

Date of birth:	14 th FEB 2000
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

Accountant and tax Intern – Field Practical Training at **THE NATIONAL COUNCIL FOR TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING (NACTEVET)** from July 2021- October 2021 and from July 2022 - October 2022

- 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
- Filling of returns and payments to tax authority such as VAT, SDL, PAYE, CORPORATE TAX, and ESTIMATION.

Tax and accountant associate at **UPRIGHT AUDIT FIRM** from March 2023 to July 2023

- Respond promptly and satisfactorily to customer's daily request and complaints
- Prepare weekly and monthly statistics /performance reports for management use
- Reconcile all transactions on customer's accounts where and when necessary
- Monitoring of the customer's main account regulatory
- Initiate and carry out recovery action on non-performing credits facilities
- Maintain comprehensive database of customers
- Perform other duties as assigned by the Head
- Drafting letters to TRA basing on our customers complaints.

Accountant Officer at **BUILT WELL CONSTRUCTION COMPANY LIMITED** from October 2023 to date.

- Preparing invoices
- Filing of returns (VAT, PAYE, SDL, WITHHOLDING, corporate tax, and estimation for the year of income).
- Reconciliation on customers' accounts.
- Making a follow up on TRA payments and documents.
- Proper filing of documents
- Issuing of EFD receipt

TRAINING AND WORKSHOP

- Accounting Software (QuickBooks system, Tally ERP 9, Advanced Excel).

ACHIEVEMENTS

- Certificate of Appreciation- Charity Volunteering at Institute of Finance Management.

SKILLS, ATTRIBUTES AND TECHNOLOGY

- Microsoft Office (word, excel)
- General Accepted Accounting Principles(GAAP)
- Financial Statement Analysis
- Tax audit
- Tax research and analysis
- Tax preparation and filling
- Financial reconciliation
- Tax law (Tanzania)

HOBBIES AND INTERESTS

- Physical exercising
- Travelling
- Socializing

EDUCATION AND TRAINING

• **The Institute of Finance Management (IFM), Dar es Salaam, Tanzania NOV 2020- JULY 2023-** Bachelor of Science in taxation

• **Scholastica High school Moshi, Tanzania**

JULY 2018-MAY 2020 - Advanced Certificate of Secondary Education Examination (A.C.S.E.E)

• **Wazohill Secondary School**

JAN 2014-OCT 2017- Certificate of Secondary Education Examination (C.S.E.E)

REFERENCES

1. Emmanuel Thomas Mfuko
Accountant officer - NACTEVET, Dar es Salaam.
Contact: 0717444678
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2. Aigidius Andrea Rugakingila
Assistant Lecturer – Institute of Finance Management, Dar es Salaam Tanzania
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