

# CURRICULUM VITAE (C.V)

## ERASTO AMBROSE DEOGRATIUS

### 1. PERSONAL INFORMATION

**Full name** : Erasto Ambrose Deogratius  
**Address** : Tabata, Ilala, Dar es Salaam  
**Date of Birth** : 2<sup>nd</sup> February 1996  
**Nationality** : Tanzanian  
**Sex** : Male  
**Marital Status** : Single  
**E-mail** : [erastoambrose6@gmail.com](mailto:erastoambrose6@gmail.com)  
**Mobile** : +255 769 015 508 / +255 767 015 507

### PROFILE

I am punctual and self-motivated individual with qualification in major of science in Taxation, with accounting knowledge skills and finance skills. I have an ability to work under minimum control and maximum corporation in administration office, accounting, finance, sales and customer service activities too. I am able to work well both in a team environment as well as individual and I am adaptable to all challenging situations to gain new skills.

### 2. EDUCATION BACKGROUND

**2018 - 2021** Bachelor of Science and Taxation  
The Institute of Finance Management (IFM) in Dar Es Salaam  
**2016 -2018** Advanced Level Certificate of Secondary School Education (**ACSEE**)  
Lyamungo High School in Moshi  
**2011-2015** Ordinary Level Certificate of Secondary Education (**CSEE**)  
Don Bosco Secondary School. Didia  
**2003 - 2010** Certificate of Primary School Education  
Didia Primary School

### 3.CAREER OBJECTIVES

- ❖ Upgrading and updating my profession.
- ❖ To learn from others.
- ❖ Participating in social works.
- ❖ Getting news and health information,
- ❖ Watching TV, reading books and listening to Music.

### 3. WORK EXPERIENCED/PRACTICAL TRAINING

From July 2019 to November 2019,

Trainee in Tax management [Practical training] –Tanzania Revenue Authority (TRA)

- ❖ Maintain fixed asset register
- ❖ Audit financial transaction and taxpayers Documents.
- ❖ Overview financial statements
- ❖ Conducting face, motor vehicle and license application
- ❖ Conducting desk audit on simple cases and assist in the filed audit.Skills Gained  
Analytical skills, management skills and customer service.

From July 2020 to October 2020,

Trainee in Tax management [Practical training] –Tanzania Revenue Authority (TRA)

- ❖ Educating taxpayers on the use of EFD machine
  - ❖ Making online payment and registration for custom taxpayers
  - ❖ Preparation of taxable and nontaxable impress
  - ❖ Information gathering for new taxpayer registration
  - ❖ Online registration of tax identification number
  - ❖ Registering new taxpayers and Estimation of taxpayer's tax liabilities
  - ❖ Process annual motor vehicle licenses renewal, transfer and registration of motorvehicle
  - ❖ Physical survey on the taxpayers Business premises for tax compliance.
- Skills Gained,

Team work, accepting challenges, knowledge on the tax industry and leadership.

From August 2021 up to Jan 2022,  
Manager at Fancy Food and Catering in Tabata Segerea

- ❖ Recruiting, training and supervising staff.
- ❖ Promoting and marketing the business, including developing ways to attract new customers.
- ❖ Managing budgets.
- ❖ Planning and maintenance of work, events.
- ❖ Meeting guests (customers) and responding to complaints and queries.

Skills Gained,

Maintenance of business activities together with having customers opinions concerning business activities done.

From February 2022 to May 2022,  
Credit Officer and Junior Accountant at Platinum Credit

- ❖ Reviewing loan requests and assessing client's financial status.
- ❖ Evaluating credit worthiness and risks.
- ❖ Contacting clients to gather their financial documentations so as to be analyzed for approval or rejection of loan application.
- ❖ Calculating financial ratios (credit scores and interest rates) and setting payment plans.
- ❖ Maintenance of up-to-date records of loan applicants and following up onto clients for loan renewal.
- ❖ Monitoring the progress of existing loans.
- ❖ Managing all accounting transactions and preparing budget forecast.
- ❖ Publishing financial statements on time and handling monthly, quarterly and annual closing.
- ❖ Reconciling accounts payables and receivables while ensuring timely payments were made.
- ❖ Computing taxes and preparing tax returns.
- ❖ Managing balance sheet and profit and loss statements.

From June 2022 up-to-date,  
Assistant Logistics and Supervisor at Premium Active Tanzania LTD (PATL),

- ❖ Updating inventory lists, receiving and dispatching goods and verifying movements of stocks.
- ❖ Checking purchase orders against stock levels and preparing delivery schedules.
- ❖ Coordinating maintenance and repairs of storage facilities.
- ❖ Entering data into the database system within the company.

- ❖ Warehouse supervisor
- ❖ Supervision and monitoring of daily activities,
- ❖ Ensuring safety and security management of the stock package
- ❖ Arrangements and reallocation of tobacco bales, in grade wise
- ❖ Controlling of tobacco bales insured from the factory for production processes
- ❖ Supervision of required Breeding for dispatch operations for further processing
- ❖ Working under minimal control and maximum cooperation

## **PERSONAL SKILLS**

- ❖ Customer service experience
- ❖ Office administration
- ❖ Teamwork skills
- ❖ Leadership skills
- ❖ Asset management
- ❖ Accounting analysis and Tax compliance
- ❖ Computer skills- internet, TRA E-Filing system.
- ❖ Sales and marketing skills
- ❖ Time management.

## **HOBBIES**

- ❖ Swimming
- ❖ Footballers and basketballer.
- ❖ Adventures.
- ❖ Cooking.

## **5. LANGUAGES**

- ❖ English Fluent (both writing and speaking).
- ❖ Swahili Fluent (both writing and spoken).

## 6. REFEREES

1. Name : **MS. AMANA SEMBUCHE**

Position : Tax management officer TRA

P.O BOX : 1582, Kilimanjaro.

Email : [amanasembuche@tra.go.tz](mailto:amanasembuche@tra.go.tz)

Phone No : +255 717 041 414

2. Name : **KELVIN L. SANGA**

Position : IT and Logistics Officer -Premium Active Tanzania LTD

Email : [kelvinsanga@premiumactive.co.tz](mailto:kelvinsanga@premiumactive.co.tz)

Phone No: +255 658 113 388

3. Name : **GEORGE ALOYCE AKARO**

Position : Incharge of driving licenses and vehicle transfer TRA-Moshi

Email : [georgeakaro@tra.go.tz](mailto:georgeakaro@tra.go.tz)

Phone no: +255 755 307 758.

### CERTIFICATION:

I Erasto Ambrose Deogratus declare that all the information contained in this document are true and correct at my knowledge.



**SIGNATURE**