

NAMKARI HASSAN

Mobile: +255 783176872

Email: namkarihassan738@gmail.com

PERSONAL PARTICULARS

Date of birth:	20 th 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' payment
- Assist in Filing of returns (PAYE, SDL, WITHHOLDING, VAT) before reaching deadline.
- Assist in drafting of TRA letters and making a follow up on the issues.
- Filling of transfer forms
- Proper Filing of cheque payment vouchers.

Sales Representatives at **WIPRO TECHNOLOGIES** from February 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 product

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

- Preparing invoices
- Filing of returns (VAT, PAYE, SDL, WITHHOLDING) before reaching deadline.
- Making a follow up on TRA documents.
- Proper filing of documents
- Drafting of TRA letters and visiting TRA for different issues.
- Issuing of EFD receipts

Accountant at **RIZVI BUILDERS LTD** from October 2023 to date.

- Preparing invoices
- Filing of returns (VAT, PAYE, SDL, WITHHOLDING) before reaching deadline.
- Making a follow up on TRA documents.
- Proper filing of documents
- Drafting of TRA letters and visiting TRA for different issues.
- Issuing of EFD receipts

SKILLS AND ATTRIBUTES

- Microsoft Office (word, excel)
- Tally
- GAAP Accounting standards and understanding
- Problem solving
- Time management
- Attention to detail

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

Accounting Officer- UTT AMIS

+255 713381689

hlashikoni@uttamis.com

Asma Liana

Internal Auditor- HIGHER EDUCATION STUDENTS' LOAN BOARD (HESLB)

+255 715046783

asmahayubliana@gmail.com

Asha Msangi

Marketing Officer- UNIVERSAL COLLEGE OF AFRICA (UCA)

+255 784919646

asha.mohamed56@yahoo.com

