

**Frankline Basinda Martine**  
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## **PROFESSIONAL SUMMARY**

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Ambitious and passionate semi-senior staff experienced with comprehensive financial, tax analysis and advisory services, Proficient in generally accepted accounting and tax preparation software. Adept at preparing local and company accounts for both profit and non-profit organizations, strong professional with a bachelor's degree in taxation.

## **WORK EXPERIENCES**

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### **November 2021– Current**

**Tax Consulting• Kidusani Consultancy Limited • Samora Avenue Dar es salaam, Tanzania.**

Preparing detailed reports of tax payments made to each client, performing detailed tax health checks quarterly, preparing detailed reports of expenditures and assets for tax purposes, tracking clients' accounts and related invoices for tax purposes, Ensuring the tax returns are prepared and filed on time as well as Advisory on business tax planning and ensuring compliance.

### **July 2021– October 2021**

**Audit Assistant-Internship • Tanzania Kwetu Sisi Ni Nyumbani (TSN) Group • Mikocheni Dar es salaam, Tanzania.**

Maintained and reviewed financial records, evaluated internal management systems, procedures, and risks to provide recommendations, Collected, checked and analyzed spreadsheet data, examined company accounts and financial control system, undertook reviews of employees' wages and maintained payrolls, in liaison with auditors, presented accounts findings and recommendations

### **August- Nov 2020**

**Tax Management and Education Officer-Trainee, Tanzania Revenue Authority**

### **August – November 2019**

**Revenue Accountant-Trainee, Missenyi District Council**

## **EDUCATION BACKGROUND**

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<b>DATE</b>	<b>QUALIFICATION</b>	<b>OFFERING INSTITUTION</b>	<b>CITY, COUNTRY</b>
<b>2018-2021</b>	Bachelor of Science in Taxation	Institute of Finance Management (IFM)	Dar es Salaam, Tanzania
<b>2016-2018</b>	Advanced Certificate of Secondary School	Musoma Technical Secondary	Musoma-Mara, Tanzania
<b>2012-2015</b>	Certificate of Secondary Education (CSE).	Bwanjai secondary	Kagera, Tanzania
<b>2005-2011</b>	Primary School Education	Mugana "B" Primary	Kagera, Tanzania

## CORE COMPETENCIES & SKILLS

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- Tax audit and examination findings
- Tax analysis and industry-standard tax preparation
- Transaction Advisory on tax-related matters
- Knowledgeable of corporate and business tax laws
- Excellent organizational and communication skills
- Solid Tax problem-solving skills and able to work with minimal supervision
- Leadership and critical decision-making skills

## AWARD & ACHIEVEMENT

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### 2021

Certificate of appreciation for good leadership The Institute of Finance Management.

### 2015

Emerged as overall best student in Physics and Certificate of appreciation for good leadership at Bwanjai Secondary School.

## TRAINING

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Trained in the use of Tally and QuickBooks, E-filing system, and Customs declaration through TANCIS and TeSWS.

**Languages-** Professional English and Kiswahili

**Hobbies:** Charity and reading books

## REFEREES

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Elias Frank Mhando,  
Mkuki Consultants Certified Public  
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*I certify that the information provided by me is true, complete and correct to the best of my knowledge and belief.*