

# INNOCENT SAMWELI MWAMSOJO

## CURRICULUM VITAE

### A. PERSONAL INFORMATION

Surname: INNOCENT  
Other Names: SAMWELI MWAMSOJO  
Nationality: TANZANIAN  
Date of Birth: 12<sup>th</sup> SEPTEMBER, 1997  
Place of Birth: MBEYA  
Sex: MALE  
Marital Status: SINGLE

### B. CONTACT ADDRESS.

Mob: +255 688059576

E-mail: [imwamsojo1@gmail.com](mailto:imwamsojo1@gmail.com)

### C. EDUCATION QUALIFICATIONS

S/N	AWARD	INSTITUTION	DURATION	AWARDS
1	Certificied Public accountant (CPA)	NBAA	2023 - 2024	Intermediate level in Progress
2	Bachelor Degree of Commerce in Accounting	University of Dodoma	2018 - 2021	Bachelor Degree of commerce in Accounting (BcoM in Accounting)
3.	Advanced Certificate of Secondary Education Examination (ACSE)	Galanos High School	2016- 2018	Advanced certificate of Secondary Education Examination (ACSEE)
4	Certificate of Secondary Education Examination (CSEE)	Ebenezer Seminary	2012-2015	Certificate of secondary School Education (CSE)
5	Certificate for Primary Education	Kilungule Primary School	2005 - 2011	Certificate of Primary Education

### D. WORKING EXPERIENCE

**CORPORATION SOLE WORKS SUPERINTENDENT (JANUARY, 2023-TO DATE)**

**POSITION: ASSISTANT ACCOUNTANT**

#### DUTIES PERFORMED

- Preparation of Annual financial report
- Preparation of payment sleeps
- Prepare and Draft expenditure budgets
- Collecting sales payment
- Providing customer consultancy service
- Manage transactions with customers
- Redeem stamps and coupons

**TRA SACCOS LTD (JANUARY 2022 – DECEMBER, 2022),****POSITION: ASSISTANT ACCOUNTANT (INTERNSHIP)****DUTIES PERFORMED**

- Handle all Cash Books (i.e. Capturing of transactions) and perform bank reconciliations and clears any discrepancies in the balances by researching and analyzing the account information.
- Writing Cheques and prepare check lists to respective banks and to Prepare Payment Vouchers (PVs), List of Payees and Transfers for all payments made via Bank.
- To prepare monthly finance department Financial reports.
- Prepare Staff travel advances and review all travel retirements from staff after travel.  
Prepare operational budgets for all activities like seminars, trainings, working sessions, et
- To prepare expenditure journals, creditors, debtors', salaries and other journals
- To file all incoming payment requests and ensure proper keeping of all files relating to Finance department functions.
- Process suppliers' payments and follow up with finance department to check status all requested payments and communicate proof of payment to the suppliers this include water bill, electricity bill and other payments.
- To prepare petty cash replenishment request in order to maintain sufficient float for office facilitation; ensure safety of the petty cash by keeping the same in the safe box all the time and prepare petty cash monthly reconciliations.
- Prepare monthly Staff salaries, salary slips and related deductions and initiate the same in E banker system
- To prepare payment sheet and make petty cash payments; prepare petty cash vouchers and maintain documentation.
- Prepare accounting records, financial statements and other financial reports and ensure the accuracy and completeness
- Preparation of monthly statutory payments, such as NSSF, WCF, HESLB, NHIF and other statutory payments.

**GENERAL REFERAL HOSPITAL (JULY 2020, OCTOBER, 2020)****POSITION: ASSISTANT ACCOUNTANT (FIELD)****DUTIES PERFORMED**

- Handle all Cash Books (i.e. Capturing of transactions) and perform bank reconciliations and clears any discrepancies in the balances by researching and analyzing the account information.
- Writing Cheques and prepare check lists to respective banks and to Prepare Payment Vouchers (PVs), List of Payees and Transfers for all payments made via Bank.
- To prepare monthly finance department Financial reports.

- Prepare Staff travel advances and review all travel retirements from staff after travel.  
Prepare operational budgets for all activities like seminars, trainings, working sessions, et
- To prepare expenditure journals, creditors, debtors', salaries and other journals
- To file all incoming payment requests and ensure proper keeping of all files relating to Finance department functions.
- Process suppliers' payments and follow up with finance department to check status all requested payments and communicate proof of payment to the suppliers this include water bill, electricity bill and other payments.
- To prepare petty cash replenishment request in order to maintain sufficient float for office facilitation; ensure safety of the petty cash by keeping the same in the safe box all the time and prepare petty cash monthly reconciliations.
- Prepare monthly Staff salaries, salary slips and related deductions and initiate the same in E banker system

#### **E. ACHIEVEMENT AND AWARD**

<b>YEAR</b>	<b>INSTITUTION</b>	<b>EVENT/OPERATION</b>	<b>AWARD</b>
June, 2018- Sept, 2018	MLALE JKT	National Service Certificate (JKT)	Certificate of Participation

#### **F. LANGUAGE**

- Swahili: Fluent in both speaking and writing
- English: Fluent in both speaking and writing

#### **G. PERSONAL SKILLS**

- Excellent oral advocacy and Communication skills using variety of media
- Computer skill in Microsoft Word, MS Excel and power Point
- Leadership skills
- Decisions making skills.
- Strong research, writing, and analytical skills
- Language skills in Swahili, English, and Arabic
- Ability to record, analyze and evaluates information
- Time management skills in meeting tight deadlines

#### **H. HOBBIES**

- Willing to help those who is needy, when I can able to do so
- Physical exercises
- Travelling while learning new knowledge and skills
- Interacting with people from different locations.
- Using social media aiming to be informed and updated
- Leaning and exchanging new ideals with others

## **I. REFFRERIES**

### **1. MRS. LUPAKISYO SAMSON MWAISUMO**

Accountant,  
Corporation Sole Works Superintendent

**Phone: 0743073975**

**Email: [samsonluppy@gmail.com](mailto:samsonluppy@gmail.com)**

### **2. IMAN ULIMBOKA KILASILE**

Accountant  
Iringa Municipal,

**Phone: 0748020368**

**Email: [imaniulimboka@gmail.com](mailto:imaniulimboka@gmail.com)**

### **3. MR. DAVID MWAKAPALA**

Lecturer,  
The University of Dodoma  
P.O Box 259  
Dodoma.

**Phone 0784582595**

**Email: [mwakapala.david@udom.ac.tz](mailto:mwakapala.david@udom.ac.tz)**

## **J. DECLARATION**

I **Innocent Samweli Mwamsojo**, certify that, to the best of my own knowledge and belief, this information is correctly describing my qualification, experience and me. I hereby declare that; the given information is complete and true.