

CURRICULUM VITAE

PERSONAL DETAILS

Full name: Jacqueline Michael Mwandezi
Nationality: Tanzanian
Date of Birth: 28th February 1995
Age: 28 years
Gender: Female
Marital Status: Married
Place of Birth: Dar-es-Salaam
Postal Address: 76830 Dar-es-Salaam
Mobile Number: +255 766 764 573
Email Address: jacqymwandezi@gmail.com

EDUCATIONAL BACKGROUND

PERIOD	QUALIFICATION AND INSTITUTION
2019-2022	- Certified Public Accountant, CPA (T) National Board of Accountants and Auditors
2013-2017	- Bachelor of Engineering in Electronics and Telecommunications Engineering Dar-es-Salaam Institute of Technology
2011-2013	- Advanced Certificate of Secondary Education Examination, Baobab Secondary School
2007-2010	- Certificate of Secondary Education Examination, Kifai Modern Secondary School

WORK EXPERIENCE

PERIOD	PLACE	DUTIES
Current	University of Dar-es-Salaam (Internship)	<ul style="list-style-type: none">• Voucher Management• Bank Reconciliation• Payroll Preparation• Attending and Paying Workers' (Customers') Issues
2021-2022	Dar-es-Salaam Maritime Institute	<ul style="list-style-type: none">• Stock Management• Managing all Accounts Transactions

	(Internship)	<ul style="list-style-type: none"> Bank Reconciliation Preparation of Customer's Invoice and Receipts Confidentiality of Financial Data Compliance of Financial Policies and Regulations
2020-2021	CRDB BANK PLC (Part Time)	<ul style="list-style-type: none"> Daily Planning and Execution of Sales Creation of Business Relationships Managing Sales and Operation Activities Account Opening as per Bank Processes and Procedures PBR (Pay-by-Results)
2018	Data Vision International (Research)	<ul style="list-style-type: none"> RTI International
2017	Data Vision International (Research)	
Aug - Oct 2015	TTCL (Tanzania Telecommunication Company Limited) (Field)	<ul style="list-style-type: none"> Telephone line installation, troubleshooting and fault clearance Network Operation Designing and Implementation of LAN, WAN
Aug - Oct 2015	Vodacom (Field)	<ul style="list-style-type: none"> Network monitoring Fault clearance

CAREER OBJECTIVE

To utilize my acquired skills and abilities that will in turn offer a personal growth while being resourceful, innovative and flexible against difficulties.

KEY SKILLS AND STRENGTHS

- Honest and integrity.
- Self-motivated.
- Good communication skills.
- Managing multiple assignments successfully.
- Effective presentation of verbal and written communication skill.
- Ability to work and cooperate well with others as team.
- High capacity of thriving on challenges and pick up new skills and ideas quickly.
- Supervising effective utilization of company's resources.
- Computer literacy in Ms. Word and excel.
- Ability to work under minimum supervision.

REFEREES

MR. ATHUMANI MOHAMED RAMADHANI,
SENIOR ACCOUNTS OFFICER,
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DECLARATION

I, **Jacqueline Michael Mwandezi** declare that the above written information is true to the best of my knowledge as at 28/11/2023 Signature.....