**CURRICULUM VITAE**

**PERSONAL INFORMATION:**

**FULL NAME NICK MKUDE WILBAD**

**DATE OF BIRTH 2ND OCTOBER 1991**

**PLACE OF BIRTH MOROGORO**

**SEX MALE**

**MARITAL STATUS SINGLE**

**NATIONALITY TANZANIAN**

**CONTACT 0718682697/0699476336**

**EMAIL nickwilbad@gmail.com**

***EDUCATION BACKGROUND:***

**HIGHER EDUCATION: TANZANIA INSTITUTION OF ACCOUNTANCY.**

 **FROM November 2015 TO December 2020.**

 **BACHELOR DEGREE IN ACCOUNTANCY.**

**ADVANCED EDUCATION: BENJAMINI WILIAM MKAPA HIGH SCHOOL.**

 **YEAR OF STUDY 2013 TO 2015.**

 **AWARDED AN ADVANCE CERTIFICATE.**

 **COMB:ECONOMICS,COMMERCE AND ACCOUNTANCY**

**SECONDARY EDUCATION: GEORGIUS SECONDARY SCHOOL.**

 **YEAR OF STUDY 2009 TO 2012.**

 **AWARDED ORDINARY CERTIFICATE.**

 **COMB:ART AND BUSINESS SUBJECTS.**

**PRIMARY EDUCATION: UMOJA PRIMARY SCHOOL.**

 **AWARDED A PRIMARY CERTIFICATE.**

 **YEAR OF STUDY 1999 TO 2005.**

**EXPERIENCE:**

**NATIONAL SERVICE: JESHI LA KUJENGA TAIFA (JKT).**

 **FROM june 2015 TO September 2015.**

**FIELD WORK TRAINING at TANESCO:**

 **CREDIT CONTROL DEPARTMENT.**

 **FROM july 2017 TO September 2017.**

**ACCONTANT: ASHUBA HARDWARE AND BUILDING MATERIALS.**

 **FROM july 2020 TO APRIL 2022.**

**ACCOUNTING INTERNSHIP: JITEGEMEE TRADING COMPANY**

 **FROM MAY 2022 TO MARCH 2023**

**DUTIES AND RESPONSIBILITIES.**

* **Preparation of monthly payroll and arrangement of SDL,PAYE,Taxes,NSSF and WCF Returns.**
* **Filling VAT Returns.**
* **Maintaining journals,cash,bank records.**
* **Preparation of bank reconciliation statements.**
* **Making payment to staff and vendors.**
* **Making EFD receipt to clients and follow up receipt to other vendors and suppliers.**
* **Ensuring request for payments have appropriate approvals.**
* **Preparation of budget.**
* **Stock taking valuation and reports.**
* **Preparation of financial statements.**
* **Managing corporate relationship with banking institutions,government authorities and other stakeholders.**

**COMPETENCY:**

* **Fluent in Swahili and English.**
* **Acconting and finance skills.**
* **Marketing and sales skills.**

**REFEREES:**

**1.CLIFFORD .E. PAULO.**

**SIMBA DOORS AND WINDOWS LIMITED.**

**ACCOUNTANT.**

**MOBILE:+255 711 678 197.**

**2.GABRIEL .D. MSABI.**

**KPMG TANZANIA.**

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**3.MOSES CHAMBILA.**

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