**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](mailto: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.**

**AUDITOR.**

**MOBILE:+255 744 752 761.**

**EMAIL:gabrielmsabi@gmail.com.**

**3.MOSES CHAMBILA.**

**KASSAM FREIGHT FORWARD LTD.**

**CLEARING AND FORWARDING OFFICER.**

**P.O.BOX 7826,DAR-ES-SALAAM.**

**MOBILE:+255 672 939 495.**