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KAREN Marcian MWENDA

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| summary  A goal-oriented and ambitious lady who can provide accounting, auditing, management and administrative support to company Managers and stakeholders. Looking forward to playing a vital role in financial decision-making to add significant value to a business.        Work history  **Audit Associate, Mazars TZ: March 2024-Current position.**  Assist managers with audit engagement and report preparations. Assignments done; Internal audit of a Microfinance& Insuarance. Exter audit of private and public organisations.  **Audit Associate, Innovex: Sep 2022–February 2024**  Assisting seniors with audit assignments. Assignments done; NGOs, Public Institutions, Private Institutions, Projects, and stock count.  **Intern Sep 2021 - Oct 2021: IPT AFRICA, MAURITIUS.**  Updating Entity’s Trade Balance sheet in excel, updating invoice records and performing assigned administrative duties.  **Intern Mar 2021 - Jun 2021: SANE, MAURITIUS.**  Assisting seniors with various administrative duties at the office such as tax filling forms, updating of financials and many more.  **Interests/Hobbies.**  Reading and writing, travelling/ exploring, hiking, fitness activities, music listening and movies.  Education   * Bachelor of Arts Accounting and Finance – Middlesex University, Mauritius- August 2022 * High School: St. Peter Clever High School, Dodoma, Tanzania: July 2018 * Secondary School Science Subjects at St. Peter Clever High School: June 2015 |  | Contact [karenmarcian0320@gmail.com](mailto:karenmarcian0320@gmail.com) or [mwendakaren99@gmail.com](mailto:mwendakaren99@gmail.com)  Phone; +255686444012  Mji Mpya, Kimara B “Temboni,  P.O Box 78308.  United Republic of Tanzania,  Skills   * Problem-solving skills * Client negotiation skills * Communication skills * Interpersonal skills * Analytical reasoning * Time management * Teamwork and Management skills * Software skills (Excel, power point and Word, ArengiBox, Caseware, MICA,ATLAS)           **Certification Journey;** CPA(T)Candidate; intermediate CertifiEd associate in project management (CAPM)    Languages  **Swahili** & **English**  **Reference.**  **Catherine Marandu**+255 673 793 987-Possition; Finance Manager, Palm Pay  **Goodluck Kibiki** +255 686 507 172-Possition; Senior Internal Auditor, Fanikiwa Microfinance |