

CURRICULUM VITAE

1.0 PERSONAL DETAILS

Full name: Tumaini Edward Hilary

Date of Birth: 26/02/1995

Gender: Male

Marital status: single

Nationality: Tanzanian

Mobile number: +255627045439/+255673045439

Email: mkubwaedward272@gmail.com

Address: P.O Box 474, Moshi.

Language fluent: Swahili and English.

2.0 EDUCATION AND QUALIFICATIONS BACKGROUND

INSTITUTION	AWARDS	STUDY YEAR
Moshi Cooperative University(MoCU)	Bachelor of Arts in Accounting And Finance(BA-AF)	2017-2021
Majengo Secondary School	Advanced level of secondary Education Examination	2015-2017
Mruma Secondary School	Certificate of Secondary Education Examination(CSEE)	2010-2013
Mcheni Primary School	Certificate of Completion of Primary School Education	2003-2009

3.0 OTHER SKILLS AND COMPETENCES

- Competent on computer application Microsoft Office operations (Excel, Word, Powerpoint, Outlook and Publisher).
- Competent on computer Application on Internet and E-mail application.
- Basic software skills, basically accounting software such as QuickBooks.
- Competent in measuring, analyze and interpretation of financial statement.

- Competent in data analysis, planning, budgeting and organizing
- Competent in prepare and presenting corporate reporting
- Skills in various activities including excellent customer services skills, and effective communication skills.
- Problem-solving skills.
- Active listening skills.
- General business knowledge.
- Attention to detail and prioritizing.
- Critical thinking.

4.0 WORK EXPERIENCE.

4.1 KIBO SACCOS

Position: Assistant Accountant

Employer: Kibo Saccos

Duration: February to September 2020

Major Duties:

Preparation of vouchers

Preparation of Receipts and Payment Book

Preparation of Members Payment records

4.2 TERRY INVESTMENT LIMITED

Position: Cashier

Employer: Terry investment ltd

Duration: November, 2021 to January, 2023

Major Duties:

Handling cash deposit and cash withdraw

Preparation and maintain daily transactions records

To provide excellent customer service by provides a positive customer experience with fair, friendly and courteous service.

4.3 PRICEWATERHOUSECOOPERS TZ (PWC) AUDIT FIRM

Position: Verifier

Employer: PWC TZ

Major duties:

To managing, planning and providing an independent audit vouching and verification service.

To prepare a report based on what have being discovered in receipt books

4.4 NATIONAL BANK OF COMMERCE (TANZANIA)

Position: Direct Sales Agent

Employer: NBC

Duration: January 2024 to date

Major Duties:

To brings awareness to customers about bank products and services

To present bank products and services to potential customers

To sale bank products and services (opening account according to customer's needs)

5.0 TRAINING AND WORKSHOPS ATTENDED

TRAINING TOPIC	INSTITUTION	DATE
Knowledge of Taxation Within the Societies interns' of Reasons And Benefit for paying Taxes in Community	Tanzania Revenue Authorities(TRA) Moshi University Students' Man agers and Accountants Clubs (Mocusma-club)	July 2020
Knowledge of Accounting Packages (Software) that including Tally ERP 9, Quick Book System and Taxpayer portal	Suyoo Vijana Resolution Group (Tax Advisory, Audit, and Financial consultant Group)	June 29 to July 06 2024

6.0 PERSONAL ATTRIBUTES

I am a person of high integrity, faithfully, an excellent communicator and good listener, very hard working, self- motivated and self-driven. I am a fast learner and very willing to learn from others and believe in team work to achieve set goals.

REFEREES

1. Basilio R. Maliwanga
Lecturer
Moshi Co-operative University
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Phone: 0716 387 987
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2. Mr. Ngong'ho Ntemi Njabu
Supervisor of Bank agent & direct sales agent (DSA)
At National Bank of Commerce (Tanzania)
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3. Mr. Kennedy Julius Msuya
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DECLARATION

I TUMAINI EDWARD HILARY, I declare to the best of my knowledge that the information provide above are correct and valid details of my academic field experience, skills and knowledge.

Signature



Tumaini E Hilary.