

## CURRICULUM VITAE [CV]

### GERVAS GEORGE MDEMU

#### PERSONAL DETAILS

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Name: **Gervas George Mdemu**  
Date of Birth: **03/10/1999**  
Sex: **male**  
Marital Status: **Single**  
Religion: **Christianity**  
Nationality: **Tanzanian**  
Language: **Swahili & English**  
Home address: **P.O B.O.X 3715 Dar es salaam**  
E-mail address: **gervasmdemu@yahoo.com**  
Telephone: **+255 713656269**

#### CAREER OBJECTIVES

To give my efforts to a company through hardworking, team work, and employing my skills, learning spirit and competencies in a positive direction to ensure that organization objectives are delivered, such that the organization become dynamic and progressive. Also, I'm competent in performing operations that are carried out in Accountancy. I'm highly well-disciplined organized and fast learning with minimum supervision.

#### EDUCATION BACKGROUND

DATE	INSTITUTE/SCHOOL	AWARD
2019-2021	Institute of finance Management	ORDINARY DIPLOMA IN ACCOUNTING
2017- 2019	Bagamoyo high school	ACSEE
2013- 2016	Bintimusa secondary school	CSEE
2006- 2012	Msewe primary school	PSLE

### **WORK EXPERIENCES**

<b>EMPLOYER</b>	<b>DURATION</b>	<b>PURPOSE</b>
Tanzania precision airways	July 2020- September 2020	Field Practical Training
Platinum credit limited	December 2021-December 2022	Revenues Collector
Crdb Bank Plc	January 2023-december 2023	Digital Champion trainee

### **DUTIES PERFORMED DURING THE TRAINING**

- i. Filling fund utilization request form for management approval.
- ii. Compute and confirming travel reports.
- iii. Preparation of financial documents and record transaction.
- iv. Receive and record payment voucher in register book.
- v. Tax collections using electronic devices such as POS.
- vi. Financial Daily, Weekly and Monthly Report preparation for general analysis.
- vii. Monetary valuations for market performances with month ending meeting presentation.
- viii. Migrating over the counter transactions and all banking transactions to the simbanking channel
- ix. To conduct activation training for internal staffs

### **OTHER SKILLS & COMPETENCIES**

- i. Computer skills in Microsoft word, Microsoft excel and PowerPoint] Studied at the institute of finance management(IFM)
- ii. Excellent in interpersonal skills, writing, reading, high integrity dynamic and proactive.
- iii. Ability to work in team work, under pressure and any environment.

LANGUAGES			
	READING	WRITING	SPEAKING
<b>Swahili</b>	Very Good	Very Good	Very Good
<b>English</b>	Very Good	Very Good	Very Good

## REFEREES

- 1. ELIZETHA MDEMU (LECTURER)**  
 RUAHA CATHOLIC UNIVERSITY  
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 PHONE; +255 756275982
- 2. GODLUCK MASAWE (ELECTRIC ENGINEER)**  
 GEITA GOLD MINES  
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- 3. GODFREY MUNUO (SUPERVISOR)**  
 CRDB BANK-KILOMBERO BRANCH  
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