**CIRCULUM VITAE**

**Personal Particulars**

**Surname**: Kwayu

**Middle name:** Gasper

**First name:** Jesca

**Date of Birth**: 25th  August 1998

**Nationality**: Tanzanian

**Gender**: Fimale

**Marital Status**: Single

**Personal and Physical Addresses**

P.O Box 22747,

Dar es salaam, Tanzania.

Email: jescagasper01@gmail.com

Cellphones: +255 764 676 777

**Carrier Objectives**

**JESCA KWAYU** is eager to contribute his academic, professional and social skills to work for enhanced productivity, efficiency, effectiveness, value creation and growth of business enterprises. She is able to prioritize the workload, take initiative, and work in her own as well as in a team with responsibility, honesty and discipline. She is ambitious with desire to achieve individual, institutional, community, and global development; realizing her full potentials and thus give her best to create a better world for today’s and future generations.

**Education Background**

|  |  |  |
| --- | --- | --- |
| **YEAR**  | **Institutions** | **Awards** |
| **2018 - 2021** | **Mzumbe University** | •Bachelor of accounting and finance |
| **2016 - 2018** | **Ahmes secondary school** | •Advanced Certificate of Secondary School (A.C.S.S.E) |
| **2012 -2015** | **Lilian Kibo High School** | •Certificate of Secondary School (C.S.S.E) |
| **2008** | **SHAURIMOYO PRIMARY SCHOOL** | Certificate of Primary School Leaving Examination (PSLE) |

**Computer literacy**

* Microsoft Word
* Microsoft Excel
* Microsoft PowerPoint
* Microsoft Access
* Microsoft Publisher
* Microsoft OneNote
* Sage evolution PASTEL (Account Package)
* Tally& Pastel Accounting Package

**Key Personal Competencies**

* Customer service orientation
* Telephone etiquette and a professional manner
* Good communication and interpersonal skills
* Knowledge of relevant computer software
* Time management
* Multitasking
* Being able to work under pressure
* Strong problem-solving, organizational, and multi-tasking skills
* Ability to learn new technology

**Working experiences**

**Internship** **at Air Tanzania { Nov 2020-April 2021}**

**Key Responsibilities**

**•** Assist to prepare financial statements

• Performing different activities for Auditing in Account payables

• To file various document for accuracy in records

• Posting and processing invoice

* Spliers reconciliations
* Bank reconciliations
* Tenants reconciliatins
* Stations reconciliations
* Agents reconciliations
* Coorporate & post paid customers Reconciliations
* Preparation of invoices
* Dealing with customers

**Languages Capabilities**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Language** | **Speaking** | **Writing** | **Reading** | **Listening** |
| ***Kiswahili*** | Excellent | Excellent | Excellent | Excellent |
| ***English*** | Good | Very good | Excellent | Very good |

**Hobbies and Interests**

* Listening radio, Music
* Watching TV, Movies
* Seeking for new knowledges
* Watching and Playing football

**Referees**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Name**  | **Organization and Position Held** | **Contact addresses** |
| **01** | Shadrack Mwamakula | Air Tanzania Supervisor Tax and Treasury | Air Tanzania Co.LtdP.O.BOX 543Dar es Salaam-Tanzania.Phone: +255 767 100461Email: *shadrack.mwamakula@airtanzania**.co.tz* |
| **02** | CPA Ansbert H Kishamba | MBA coordinator Lecturer | Mzumbe University Mbeya-TanzaniaPhone +255 718 451757E-mail: *akishamba@mzumbe.ac.tz* |
| **03** |  |  |  |
|  |  |  |

**Certification**

I Jesca Gasper Kwayu, declare that all information provide in this Curriculum vitae is true and Complete to the best of my knowledge.

 ~~j.kwayu~~ 18.09.2021

………………… ……….…………..

 **Signature**  **Date**