

DORICE MALCOM NGUGO

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Nida number: 19971112436150000116

PERSONAL INFORMATION

Date of Birth : 11 November 1997
Nationality : Tanzanian
Gender : Female
Languages : Fluent in both English and Swahili

PROFILE

Eager to learn, flexible, self-motivated, and appreciate team work spirit to achieve the stated goals.

Career objectives: To apply skills, knowledge and understandings acquired in the field of accountancy.

EDUCATION QUALIFICATION

2018-2022 Institute of Finance Management (IFM)
Bachelor of Accounting
2016-2018 Ikungi secondary school
Award Advance Certificate Of Secondary Education
2012-2015 Kizumba secondary school
Award Ordinary Level Secondary Education Certificate

PROFESSIONAL EXPERIENCE

Period : November 2023 –present

Employer: Bane Industrial solution

Position: Cashier and manager

Duties and Responsibilities

- Preparation books of accounts including financial management report,
- Preparation of bank reconciliation statements,

- Preparation of cash book,
- Collection of revenue,
- Preparation of budget and invoice.

COMPUTER LITERACY

- Microsoft Word : excellent user
- MS Excel : Excellent user

REFEREES:

NAME	ORGANISATION	TITLE	CONTACTS
YUSUPH OMARY MSHIHIRI	KONDOA WATER SUPPLY AND SANITATION AUTHORITY	DIRECTOR OF FINANCE AND ACCOUNTS	Mobile: 0759656389 Email : yusuph.mshihiri@konduwasa.go.tz
SAKINA SHABANI UFUNGUO	UNIVERSITY OF DODOMA	NURSE MEDICAL DEPARTMENT	Mobile :0628192367 Email : sakinaufunguo@gmail.com
EMMANUEL JOSEPH KILEO	BANE INDUSTRIAL SOLUTION LIMITED	MANAGING DIRECROR	Mobile : 0719147737 Email : buruburuinvestment@gmail.com

CERTIFICATON

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualification, and my experience

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