

CURRICULUM VITAE
ELIZABETH JACOB NSILIMWA
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PERSONAL PARTICULARS

Full Name: *Elizabeth Jacob Nsilimwa*
Nationality: *Tanzanian*
Date of Birth: *04, April, 2000*
Place of Birth: *Mbeya, Tanzania*
Currently address: *Dar es Salaam*
Marital Status: *Single*
Sex: *Female*

CAREER OBJECTIVES

I am a highly self-motivated person with a good sense of control, self-starter, skilled, hardworking, goal oriented, eager to learn and work hard to achieve both organizational objective and personal career development. I am seeking an employment opportunity with respect to positions allied in your organization. I am reliable and capable of working on my own or as part of a team, with minimum supervision and work under pressure to meet deadline.

ACADEMIC QUALIFICATIONS

PERIOD	INSTITUTION/SCHOOLS	QUALIFICATION/AWARD
2021- 2024	Ardhi University	Bachelor's Degree of Arts in Economics
2019- 2021	Songea Girls secondary school	ACSEE CERTIFICATE
2015-2018	Iyela secondary school	CSEE CERTIFICATE
2008-2014	Matwiga primary school	Certificate of Primary Education

SKILLS AND COMPETANCE

Competent in writing and speaking fluent English and Swahili Language at a professional and understandable manner. I am also proficient in computer essentials, MS word and Excel skills.

Other skills; Communication skills, Business and consulting (sales and marketing manager), Entrepreneurship skills, Leadership, Data analysis (Stata), Accounting and finance, project planning and evaluation.

JOB EXPERIENCE

- **July to September 2023**
Organization; TANZANIA REVENUE AUTHORITY
Position; Tax Officer
Work station; MBEYA
- **Work performed**
 - I. Creation of Taxpayer Identification Number TIN
 - II. Provision of control numbers
 - III. Provision of training about using online taxpayer portal
 - IV. Filing of returns
 - V. Making follow-up with Tax payers
 - VI. Creation of demand Notice
 - VII. Confirmation and issuance of EFD receipts
 - VIII. Dispatch of demand Notice letters to the taxpayers work place
 - IX. Arrangement of files

HOBBIES AND INTEREST

- Computer and Internet,
- Reading books
- Gospel song
- Volunteering, Community service or charity work
- Listening to others

REFEREES

1 Gideon George Mwambapa

Title: Tax Management Officer

Organization: Tanzania Revenue Authority

TEL- +255 672 589145

E- mail: GMwambapa@tra.go.tz

2. Antilisa Domition Kalala

Title: Travel Consultant

Company: VERA INTERNATIONAL TRAVEL AND TOURS

TEL: +255 745 238625

E- mail: lisakalala96@gmail.com

3. Bosco F. Sabuni

Title: Applied Behavior Analyst

Organization: Kaizora Development Centre

TEL: +255 744 357228

E-mail: boscocabuni@gmail.com

CERTIFICATION

I, **Elizabeth Jacob Nsilimwa**, the undersigned, certify that to the best of my knowledge and belief, these curriculum vitae describe me, my qualifications, and my experience correctly.