

ABENAIZA MIHO

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ABOUT ME

I am a holder of a bachelor degree in accountancy from the Tanzania Institute of Accountancy (TIA), Dar es Salaam. I am seeking opportunities in finance and accounting. I believe that my work experience, entrepreneurship experience and educational background will make me an invaluable asset to your organization. I have completed JKT military service, as such I have developed a strong work ethic. I am Tanzanian and fluent in English and Kiswahili.

AREAS OF EXPERIENCE

- Invoice processing
- Estimating VAT, withholding tax, SDL
- Data entry in SAP Business One
- Stock purchase
- Processing disbursements
- Bank reconciliation
- Microsoft Office (Excel, Word, and PowerPoint)
- Payroll Preparation

WORK EXPERIENCE

Feb 2022 – Mar 2023 **Premier Agencies Tanzania, Ltd., Tanzania**
Assistant accountant

Dec 2023- to date **TANZANIA TRADE AND INVESTMENT COALITION (TATIC)**
Accountant

Overall duties:

To assist the finance and administration manager in the handling day to day finance and administration activities for the program.

Responsibilities:

- Working closely with finance and administration manager to ensuring all payments requests are properly processed and funds are timely disbursed in support of approved activities.
- Consulting purchase requisition, goods received note of the company.
- Prepare and recording folio numbers with all receipt issued/purchased to customers in order to prepare sales summary of every month and other responsibilities.
- Inventory, E-Filing, VAT Return, Data entry, Invoicing ,Reconciliation

Software Used:

- Microsoft Office (Excel, Word, and Power Point)
- SAP Business One
- QuickBooks

Jul 2023 - Nov 2023 **Poultry farming**
Entrepreneurship

Overall duties:

Feeding, checking birds, flock health, removing dead chickens, chicken handling, gathering eggs, setting eggs, taking hatch off, wing banding and vaccinating chicks, cleaning rooms and equipment/facility maintenance, selling eggs and chicken, processing chicken meat for customers

EDUCATION

2020 – 2023 **Bachelor of Accountancy**
Tanzania Institute of Accountancy, Dar es salaam, Tanzania

2018 - 2020 **Advanced Certificate of Secondary Education (ACSEE)**
Mtwango Secondary School, Njombe, Tanzania

EDUCATION

2008 - 2011 **Certificate of Secondary Education (CSEE)**
Igowole Secondary School, Iringa, Tanzania

2001 - 2007 **Certificate of Primary Education (CPEE)**
Igowole Primary School, Iringa, Tanzania

LANGUAGE AND SKILLS

Language

- English (Speaking: Fluent; Reading: Fluent; Writing: Fluent)
- Kiswahili (Speaking: Fluent; Reading: Fluent; Writing: Fluent)

Computer Skills

- Proficient in Microsoft Office suite (Word, Excel and Power Point)
- SAP Business One
- Quickbook

REFERENCES

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