

LATIFA YUSUPH MOSHI

Nationality: TANZANIAN

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Language: English & Swahili

ABOUT ME

Detail-oriented and highly organized administrative professional with experience in providing comprehensive support to ensure the efficient operation of the office. With a strong background in office management, scheduling, and client communication, I excel in creating seamless workflows that enhance productivity and maintain high standards of accuracy. I am adept at coordinating complex schedules, managing inventory, and maintaining meticulous records, all while providing exceptional service to both internal and external stakeholders.

SKILLS & ATTRIBUTES:

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Excellent organizational and multitasking abilities
- Strong written and verbal communication skills
- Ability to work independently and as part of a team.
- Detail-oriented with a focus on accuracy and efficiency.
- Knowledge of biosystem industry practices and terminology (if applicable)

EDUCATION AND TRAINING

Bachelor of Business Administration in Marketing Management

- Mzumbe University (Main Campus) [Nov 2019 – Jul 2022]

Advanced Certificate of Secondary Education (ACSE)

- Weruweru Secondary School [2017 – 2019]

Certificate in Secondary School Education (CSSE)

- Scholastica Secondary School [2013 – 2016]

Certificate in Primary School Education (CPSE)

- The Moshi Academy Primary School [2006-2012]

WORK EXPERIENCE

Assistant Accountant at Orkun Group Dar es Salaam. (JUNE 2023 – MAY 2024)

Responsibilities

- Maintains accounting records by making copies, filling document.
- Calculating and checking to make sure payment, amount and records are correct.
- Reconciling bank statement by comparing statement with general ledger
- Establish on the account monthly bank reconciliation
- Protects organization's value by keeping information confidential.
- Maintain safe and clean working environment by complying with accounting procedure, rule and regulations.
- Preparing payroll and processing employee salaries
- All other duties assigned by supervisor

Customer Care Representative (CSR) at EROLINK [Aug 2022 – May 2023]

Responsibilities

- Resolve customers' concerns and answer customers' questions.
- Assuring customers get the best and adequate services.
- Handle customer complaints, provide appropriate solutions and alternatives within the expected time limit.
- Resolving issues about troubleshooting technical problems.
- Collecting and analyzing customer feedback
- Delivering information about a company's offerings.
- Developing and documenting knowledge into helpful content

Field Trainee at Tanzania Revenue Authority (TRA) [Nov 2021 – Mar 2022]

Responsibilities

- Estimating taxes to be paid by the tax payers.
- Stamping contracts after payments.
- Recording all the contracts after payment is done.
- Preparing and issuing of stickers to customers.
- Other administrative duties assigned by the tax officer.

SKILLS & ATTRIBUTES:

- Effective communication skills
- Persuasion skills
- Negotiation and selling skills
- Presentation skills
- Relationship building

REFEREES

Lilian Josephat

Finance and admin manager

Orkun Group Tanzania

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James Lupembe

Principal tax officer

TRA – Large tax payers department

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