

ELIZABETH JACOB NSILIMWA

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PERSONAL PARTICULARS

Birth date	04 th April, 2000
Birthplace	Mbeya, Tanzania
Sex	Female
Marital status	Single
Nationality	Tanzanian
Residence	Dar es Salaam

VISION

To leverage my knowledge in economics to analyze and address societal challenges, promote sustainable development, and contribute to informed decision making that enhances the well-being of communities.

CAREER OBJECTIVES

To find a challenging position that will exploit my competencies, capabilities, skills, education and experience for the betterment of the organization and society at large as well as personal improvement. I strongly believe in integrity, leading by example, being ethical, respecting the individuals, teamwork, open mindedness, working out of minimum supervision, being honest as well as continuous improvement as the key requirements for success.

EDUCATION BACKGROUND

2021– 2024 Bachelor of Arts in Economics with GPA of 3.6

Ardhi University,

Areas covered:

Accounting principles, Intermediate Macro and Micro Economics, Entrepreneurship, Econometrics, Project Planning and Monitoring, International Economics, Industrial Economics, Transport Economics, Monetary and Financial Economics, Natural Resources and Environment Economics.

2019–2021 Advanced Certificate of Secondary Education

I pursued my Advance level studies at Songea Girls Secondary School in Ruvuma Region–Tanzania and Awarded an Advanced Certificate of Secondary Education (ACSE), **division Two**

2015–2018 Certificate of Secondary Education

I pursued my Ordinary level studies at Iyela Secondary School in Mbeya Region–Tanzania and Awarded a Certificate of Secondary Education (CSE), **division Three**

WORK EXPERIENCE

July 03rd – September 15th 2023

Practical Training (field placement) at TRA, Tanzania

I work in Normal Flow Central Unit under Domestic Revenue Department as Tax Officer and performed the following duties:-

- Creation of Taxpayer Identification Number TIN
- Updating taxpayers list
- Preparation of taxpayers demand notice
- Provision of control numbers to tax payers
- Provision of training about using online taxpayer portal
- Dispatch of demand notice letters at the workplaces of taxpayers
- Filing of returns
- Confirmation of EFD receipts
- Arrangement of files
- Making follow-up with taxpayers about paying their tax and filing their tax return

January 2025 to date.

I am working at National Bank of Commerce (NBC) as the Direct Sales Agent

COMPUTER SKILLS:

- Proficient in Microsoft Office applications i.e. Word, Excel, PowerPoint, Access and

Internet & E-mail

TRANSFERABLE SKILLS AND ABILITIES

- Public speaking and presentation skills
- Excellent interpersonal, team work and multi-tasking skills
- Fast learner with ability to demonstrate learned competencies in the field/workplace
- Ability to work in a demanding, multi-tasking and multi-cultural work environment

AWARDS AND APPRECIATIONS

October, 2018: I have been awarded a certificate for excellent leadership from Iyela Secondary School for the year 2017–2018

October, 2018: I have been awarded a certificate for being the best netball player from Iyela Secondary School for the year 2018

HOBBIES AND PERSONAL CHARACTERISTICS

Personal Characteristics: Willingness to learn, good interpersonal relationship regardless of nature and status, flexible to any stable environment, optimistic and hard working

Hobbies: Studying, Listening to gospel music, Reading books, cooking, playing.

REFEREES

	<i>Referee 1</i>	<i>Referee2</i>	<i>Referee 3</i>
Name	Theophile Rugaimbila	Gideon Mwambapa	Bosco Sabuni
Position	Lecturer	Tax Management Officer	Applied Behavior Analyst
Organisation	Ardhi University	TRA	Kaizora Development Centre
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Email	theophilerugaimbila@gmail.com	GMwambapa@tra.go.tz	boscocabuni@gmail.com

DECLARATION

I, Elizabeth Jacob Nsilimwa , certify that all the information provided above is true to the best of my knowledge and I remain liable for them.