

## **CIRRICULUM VITAE**

### **PROFILE SUMMARY**

I am a talented, enthusiastic, hardworking, self-directed financial advisor with an ability to work individual and in team. I have proven my abilities in various situations and still maintain a sense of humor in any organization.

### **PERSONAL PROFILE**

- Full name: **Anna Samweli Nzagi**
- Nationality: Tanzanian
- Marital status: Single
- Gender: Female
- Permanent Address: P.O.BOX 2369 Dar-es-salaam
- Email and phone number: [nzagianna@gmail.com](mailto:nzagianna@gmail.com) +255 765615839/0622098748
- Languages: Kiswahili and English

### **PROFESSIONAL SKILLS**

- Ability to work in team environment and highly dynamic environment.
- Ability to learn quickly and grasp complex issues.
- Excellent analytical, critical thinking and leadership skills.
- Extreme attention to detail, high work ethics and self-motivational individual.

### **AREAS OF EXPERTISE**

- Accounting and finance
- Auditing procedures
- Customer service and Relations
- Training, Leadership and team building.

### **PROFESSIONAL EXPERIENCE**

I have received professional practical training and Internship at Tanzania Breweries limited [TBL] from July 2019 to October 2019 and Later on September 2020 to December 2020 as a Financial officer while I was being trained on TBL I obtained the following knowledge;

- Preparing and performing audits on financial statements and reports: I was able to help my senior in preparing financial reports that where needed and as I learned how to perform auditing.
- Matching and Validation of various accounts in office: I also learned on how to match and validate different accounts that where prepared in the while using different systems performed by the company.
- Preparing different financial accounts: my task was also to prepare different financial accounts like income statement and balance sheets which help to show on useful of the company's income.
- Administering payrolls and controlling Income and Expenditure: my other role was to make sure that all the payments and usefulness of the funds provided by the company are careful ministered and controlled so as to the reach out the company's expectations

**From August 2022 to date I started working at K Finance Limited as Assistant Accountant for both KFINANCE LIMITED AND K FINANCE INSURANCE BROKERS, My duties are;**

- Recording and filling of daily transactions; I make sure that I record thoroughly all the transactions made and fill them into their respective books of accounts so as it can make it easy during preparation of financial reports and auditing.
- Bank reconciliations; As an accountant I make sure that entities recorded in books of accounts and the ones recorded are the same and in case of any error I make sure to identify it and correct the error, reconciliation is to be done every month so as to make sure the information reported on financial information is the same to the ones present in book of accounts.
- Asset and Stock valuation, as an accountant my work includes asset and stock valuation by determining and comparing the present market value of assets to see if the similar assets have changed overtime and determine the risk and tax implications.
- Assist in preparing of budget and records, my duties are also in preparation of budgets needed for the company's growth and quality also help in record management so as to enhance greatness in the activities performed.
- Filling of all Statutory returns and Keeping records, my duty is also to file all statutory returns that the government has set for us like PAYE, SDL, HESLB, WITHOLDING TAX and make sure to keep all records of the receipts if needed for future references.
- Accounts Payable and receivable reconciliation, As an Accountant my duty is keep track of accounts payable and receivables and make follow up to the debtors to make sure they pay on the respective period of time upon the agreements, also to pay the vendors and clients on time thus on time payment and deliverance makes it easy for the preparation of clean financial Statements.

#### **Computer knowledge Acquired**

Introduction to Computer, Microsoft word, Microsoft excel, Microsoft access, internet and email.

I also have an experience in Accounting Packages which I successfully studied as a program in University. I am also a Student member of NBAA Intermediate level.

#### **EDUCATION AND CERTIFICATIONS**

- **Bachelor of Commerce**

**Major in Banking and financial services**

November 2017-September 2020

University of Dar-es-salaam

- **Advanced Certificate for secondary Education** July 2015 – May 2017

St Antony's secondary school

- **Certificate for secondary Education** January 2011 – November 2014

St Matthew's secondary school

- **Certificate for Primary Education** January 2004 – September 2010

Ufukoni primary School

**REFEREES**

ELLPHACE KAUSWA

Information Technology Officer

Bank of Tanzania

P.O.BOX 1362

+255 768285942

HUSNA MAKUBURI

Senior Auditor

Tanzania Breweries limited [TBL]

P.O.BOX 9013

+255 762600274

Email: [Husna.bogoye@tz.sabmiller.com](mailto:Husna.bogoye@tz.sabmiller.com)

ALBERT MTANDIKA

Senior Accountant

k-Finance Limited

+255 766255918

Email: [albert@kfinance.co.tz](mailto:albert@kfinance.co.tz)