

CURRICULUM VITAE FOR HAMZA ABDUL-RAHMAN KILEO

1. PERSONAL INFORMATION.



- **Date of Birth:** September 18, 1991
- **Nationality:** Tanzanian
- **Blood group:** AB+
- **Marital Status:** Married
- **Languages:** English, Arabic and Swahili.
- **E-mail:** kileohamza@yahoo.com | eaglefarm2008@gmail.com
- **Mobile Number:** +255754882973 | +255682357186

2. SUMMARY OF QUALIFICATION.

I possess significant experience in Financial Accounting across sectors such as Telecommunication, Information Technology, Shipping Agencies and Banking. I have good interpersonal and communication skills and good knowledge in Information Technology application specifically in Accounting and Finance. I am hard Working and good team player. I can work under pressure with minimum supervision. As financial accountant "Very attentive to details"

3. EDUCATION.

Bachelor of Commerce (B.com) at Bangalore University July 2013 – May 2016 –**India**

Basic Technician in Tax Management at Institute of Finance Management (IFM) Oct 2011 - Nov 2012- **Tanzania**

Certificate of International Computer Driving License University Computing Center Nov 2009 – Jan 2010-**Tanzania**

Certificate of Secondary School Education, Ubungu Islamic High School Jan 2005 – Oct 2008 –**Tanzania**

Primary School Education Mudio Islamic English Medium Primary School Jan 1998 - Nov 2004 -Tanzania

4. WORK EXPERIENCE.

Sales Manager: HOME ENTERPRISE.

From: March 2006 – May 2013.

This is the Small Enterprise which was dealing with sales of different goods and offer delivery service to customers. In this enterprise I managed more than 12 employees and it's during my management were the enterprise opened a restaurant at Mabibo Hostel in Dar Es Salaam where students from University of Dar Es Salaam (UDSM) gets their meal. In this enterprise I was involved in the following: -

- Buying goods needed in the shop and the restaurant from suppliers, [managing suppliers]
- Manage the workers, both from the shop and the restaurant [human resource]
- Preparing weekly profit and loss account for the enterprise, [accounting and Finance]

Account Technician: BRAND COMPUTERS LTD.

From: Oct 2010 – June 2013



I have been working as an accountant and do the following works:-

- Managing daily sales of the organization
- Sometimes involved in preparing the strategic plan of the company.
- Installation of software programs and windows.
- Customer care and computer maintenance.
- Preparing financial statements.

Assistant Tour guide: CALABASH ADVENTURE.

From: Feb 2009 – Aug 2010



This is the tourist company based in Arusha. In this firm, I was involved in the following duties;

- Guiding the tourists, driving them to the national parks.

- Preparing food and assisting tour guide.
- Doing other duties as assigned by tour operator.

Assistant Manager: ZAXON AUTO PARTS LLC.

From: June 2016 – May 2017.



In this **BPO** Company, I was involved in following duties; -

- Selling Car Parts to the customers.
- Giving advice (counseling) to a customer, on best product to purchase.
- Receiving/Dialing numbers of the customers according to their needs.

Customer Care Executive

From March 2019 – April 2020



In this BPO Company, my Duties & responsibilities

- A] Build rapport with customer by handling each and every call in a courteous and professional manner.
- B] Ensure that quality of each call is in compliance with predefined quality parameters.
- C] Provides the relevant report on a daily basis – where applicable.
- D] Appropriately escalates customer queries to ensure speedy resolution of the same.
- E] Ensure daily performance targets are met.

ACCOUNTANT EXECUTIVE [from Sept 2020 to Jan 2025]

SEVEN SEAS SHIPPING AGENCIES LIMITED & SIMA MARINE LIMITED:



- Preparing invoices and receipts,
- Checking refund documents,
- Posting receipt in system and doing bank reconciliation,
- Monthly / Quarterly VAT, NSSF, WCF, CITY LEVY and other statutory reports and filing,
- Coordinating with TASAC related to invoices and issues,
- Assisting in HR and Admin related work,
- Coordinating with TRA for various work and issues.

Knowledge, Skills and Abilities.

- Excellent listening and typing skills.
- Ability to work in a team environment.
- Positive attitude even in stressful work situations.

5. COMPUTER SKILLS.

- **Familiar with Microsoft Office, Tally.ERP 9, QuickBooks,**
- **Other Skills: -**
 - ✓ Driving with Class **D** Driving License, Martial Arts with **Black Belt**

HOBBIES AND INTERESTS

Swimming, Travel and Media

Mr. Syed Mushin

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Seven Seas Shipping Agencies LTD
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Florida — 33411

Phone: 561-571-0656

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Email : sales@zaxonautoparts.com

Direct Company Owner's Phone No: 561-247-8200

Ambition: To obtain a position in a challenging and stimulating environment where my background knowledge of business will help me grow and enhance my competence and skills for the benefit of Organization / Institution I'm working for.

I do hereby certify that the information given above is true and correct to the best of my knowledge.

Thanking you

Date: