

CULLICULLUM VITAE (CV)

PERSONAL INFORMATION:

SUR NAME : MWAKIHABA
OTHER NAME : JOHN
DATE OF BIRTH : 10/11/1987
PLACE OF BIRTH : PWANI, TANZANIA
SEX : MALE
MARITAL STATUS : MARRIAGE
NATIONALITY : TANZANIAN
LANGUAGES : ENGLISH &SWAHILI
CONTACT : P.O.BOX30061,KIBAHA.
E-mail: mwakihabajohn62@gmail.com
Cell: +255 744809205 & 0673809295

PERSONAL QUALITIES:

Hard working with minimum supervision, good in interpersonal skills, networking skills, capacity building skills and good achievement and progressive oriented, creative, ambitious, determined and interactive.

EDUCATION BACKGROUND:

SCHOOL / COLLEGE	LOCATION	DATES ATTENDED	CERTIFICATE AWARDED
ARUSHA INSTITUTES OF ACCOUNTS (IAA)	Arusha Region	2008 – 2011	ADVANCED DIPLOMA IN BANKING AND FINANCE (ADBF)
DAR ES SALAAM PRIME SEC SCHOOL	DAR ES SALAAM REGION	2006-2008	ADVANCED CERTIFICATE OF SECONDARY EDUCATION
ST METTHEW SEC SCHOOL	PWANI REGION	2009 – 2010	ORDINARY CERTIFICATE OF SECONDARY EDUCATION

WORKING EXPERIENCES:

2019-2025 HUPER CREALING AND FORWARDING CO LTD

POSITION: CREAMING AND FORWARDING OFFICER

Duties and Responsibilities:

- Sort shipping and clearance documents collected from shippers and consignees
- Identify necessary available and missing shipping documents of each transaction assigned
- Recommend on the completeness and state of accuracy of shipping documents received from shipper/consignees
- Recommend on HS code applicable for each shipment for the purpose of customs declaration
- Draft Customs Declaration for submission to TRA
- Lodge properly approved clearing and forwarding documents to TRA, ports and other authorities or institutions as necessary
- Follow up with TRA and other authorities or institutions to ensure timely fulfillment of approvals, receipt of bills/invoice for efficient clearance of documents and forwarding of shipments
- Perform any other official duties as may be assigned by Supervisor from time to time

**2013-2018 TANZANIA UNION OF INDUSTRY AND COMMERCIAL WORKERS
(TUICO)**

POSITION; ASSISTANCE REGIONAL SECRETARY TABORA.

Duties and Responsibilities:

- Attend disciplinary hearing
- Providing training to the employer and employees on Termination procedures to ensure fair termination to avoid dispute.
- Attending at CMA (commission for mediation and arbitration) and high Court division of Labour to solve labour Dispute at deference stage.
- Recruitment and Selection
- Conducting Performance Appraisal
- Looking After the health, safety and welfare of employee.
- Experienced in Labour law, Industrial relation and negotiation especial in binding a collective bargaining agreement (CBA), Recognition agreement and Retrenchment agreement.
- Recruiting union members

2012-2013 BRAC TANZANIA LTD

POSITION; BRANCH ACCOUNTANT

Duties and Responsibilities:

- Recording the cash of all programs in the daily collection registers and preserve in the file by preparing necessary voucher with sign.
- Preparing list of expected collection and disbursement every morning by discussing with the branch manager and local head of related programs and then withdraw necessary cash from bank.
- Ensure there is no excess cash in hand or bank and dispatch excess funds to the Country Office.
- Reimburse bills after verifying the authentication of the transaction with the approval of the supervisors.
- Recording all daily loan disbursement and collections.
- Update and preserve the project wise cash book, general ledger and other ledgers and file cash certificate as per balance of ledger.
- Preparing monthly accounts with supporting documents.
- Dispatch the consolidated cash requisition of the branch office to the regional officer/accountant.
- Collecting and file bank statement and make reconciliation.
- Pay salary to all employees through bank account.
- Update employees information and leave register and documentation.
- Update project wise asset register, depreciation register and other registers to ensure identification of the fixed assets.

OTHER SKILLS AND KNOWLEDGE:

- Excellent Computer knowledge (Microsoft word, excel and Power point) and Accounting package (Tally and Loan Performer).
- Excellent Labour law, Industrial relation and Dispute resolution.
- Negotiation skills especial on binding collective bargaining agreement. Recognition agreement and Retrenchment agreement.

REFERENCE:

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| 1. CHRISTOPHA MALECHELA
ASSISTANCE REGIONAL SECRETARY
TUICO PWANI , Tanzania
Mob: +255 788720477/0741464046 | 2. NEEMA WILBAD
REGIONAL SECRETARY
TUICOPWANI
Mob: +255 715513024 | 3. RIZIKIMASHAKA
REGIONAL SECRETARY
TUICO MBEYA
Mob: +255 626807396 |
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I hereby declare that the information given is correct to the best of my knowledge and that I have not withheld any information which might reasonably be calculated to adversely affect my suitability for the employment or relation to others.

JOHN MWAKIHABA