

CURRICULUM VITAE



EDGAR OSCAR GABONE

| **Gender:** male | **Marital Status:** Married | **Nationality:** Tanzanian
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Iringa, Tanzania.

PROFILE

I'm a hardworking, timely reporting, optimistic, fast learner, ability to adapt new skills, proactive, competent, well-motivated and ability to work independently and in a team work.

EDUCATION

University of Iringa

Bachelor of applied marketing and entrepreneurship (September 2015 – November 2018)

University of Iringa

Diploma of business administration (2014 – 2015)

IREBUCO (Iringa Retco Business Collage)

Certificate of business administration (2013 -2014)

CSEE

The Highlands Secondary School (2009 – 2012)

WORKING EXPERIENCE

1. Iringa Regional Referral Hospital (IRRH) (**2019 JAN– To date**)

POSITION

- Accounting assistant

Job description

- a) Assist to bank reconciliation
- b) Preparation of vouchers
- c) Preparing and maintaining accounting records
- d) Preparation of adjustments determination error
- e) Following up of hospital revenues
- f) Receiving of hospital payments
- g) Preparation of different accounting reports
- h) Preparation of cash book.

2. **2015-2018:** worked in our team business in different departments, since our course required us to carry out the business in each semester. Then over three years I have been involved in team projects as,

POSITION

- sales officer,
- team leader,
- production manager,
- strategic planning of the team business
- Marketing management.
- Event manager
- Consultation department

3. ***Iringa regional referral hospital (2015)***

Field practical training held at Iringa Regional Referral Hospital

POSITION

- procurement and supply department

4. MSD (Medical Store Department (2013- 2014)

POSITION

- procurement and supply department
- human resource department
- sales department

OTHER SKILLS ACHIEVEMENT

Through my entire time of studying and business dealing I gained different skills which include

- Communication skills
- Consultation skills
- Leadership skills
- Sales techniques
- Event planning skills
- Strategic planning and production operation skills

Also, during my three years working with my team in Dejaq Company some of the achievements include

- Creating different business connection to my team
- Improved process in production from using local machine to advanced machines
- Keeping my team together hence becoming a as one, especially in all issues concerning the team interests
- Market expansion to different area out of Iringa region

OTHER SKILLS

- *Languages:* Swahili (Native) | English (Fluent)
- *Computer skills:* Windows OS | Microsoft Office Packages (Word, Excel, Access, Power Point) | Adeptness in using the internet | Introduction to HTML

INTERESTS: Traveling | Attending conference and networking, creating ideas

2025

REFEREES:

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