

# **CURRICULUM VITAE(CV)**

## **A.PERSONAL PARTICULARS**

Firstname :Batsheba

Second name: Kirako

Gender: Female

Date of Birth: 26/3/1990

Place of Birth: Tanga

Nationality: Tanzanian

Marital status: Single

Religion: Christian

Language: Swahili & English

Address: 21209 Dar es Salaam

Email: [kirakob@yahoo.com](mailto:kirakob@yahoo.com)

Telephone: +**255 768 957 683**

## **B.EDUCATION BACKGROUND**

<b>YEAR</b>	<b>QUALIFICATION</b>	<b>UNIVERSITY/SCHOOL</b>
2013 - 2016	Bachelor Degree in Accountancy	College of Business Education (CBE), Dar-es-Salaam
2011 - 2013	Diploma in Accountancy	College of Business Education (CBE), Dar-es-Salaam
2009 - 2011	Advanced certificate of Secondary Education Examination (ACSEE)	Mbezi High School, Dar-es-salaam
2004 - 2007	Certificate of Secondary Education Examination (CSEE)	Jangwani Girls Secondary School, Dar-es-salaam
1997 - 2003	Primary School Leaving certificate	Karume Primary School Dar- essalaam

## **• EXPERIENCE**

### **TANZANIA ELECTRIC SUPPLY CO.LTD(TANESCO),FIELD WORK** **WORKED FROM JUNE 2012-SEPTEMBER 2012**

## **DUTIES**

- Making Bank Reconciliation
- Preparing of Petty cash payment vouchers and cheque payment vouchers
- Preparing petty cash Statement
- Preparing of payroll
- Recording tax invoice in the system
- Preparing report for imprest fund special float for creditors invoices
- Preparing report for cash sales receipts
- Arranging vouchers according to their cheque numbers
- Entering invoices for purchase order in the deposit
- Recording cheque deposit and cash deposit

## **TANZANIA ELECTRIC SUPPLY CO.LTD(TANESCO),FIELD**

### **WORK WORKED FROM JUNE 2015-SEPTEMBER 2015**

#### **DUTIES**

- Preparation of daily cheques receipts and daily cash receipt
- Reconcile a bank statement for a current account
- Calculating salaries for specific task employees
- Entering suppliers invoices in the system
- Cancellation of bills over charged due to wrong reading for correct bills
- Recording customers outstanding balance, principals and interest
- Treatment of A/R and P/PA/R
- Treatment of depreciation of fixed assets
- Maintain accounting records by filling document
- Verify accuracy of invoices and other accounting records
- Update and maintains accounting journals, ledgers receipts, accounts payable,disbursement

## **INVISIBLE SERVICES AND SECURITY CO.LTD, KINONDONI,DAR ES SALAAM.WORKED FROM MAY 2018 UP TOTHE CURRENT 2023**

#### **DUTIES**

- Provides financial information to management
- Preparing payroll for all employees
- Preparing special financial reports by collecting,analyzing and summarising account information and trends
- Preparing monthly reports and invoices
- Updates accounts receivable and issue invoices
- Updates accounts payable and performs reconciliation
- Assists in the processing of balance sheets, income statements and other financial statements
- Prepare and submit weekly/monthly reports
- Maintains accounting controls by preparing and recommending policies and procedures
- Maintains customer confidence and protect information by keeping financial information confidential.

## **D.KEY COMPETENCES**

Ability to learn, to be directed, corrected and to get new skills of a particular phenomena.

Time management, Formulating and developing ideas

## **E.CAREER OBJECTIVES**

I look forward to develop my career and professional in a more challenging and dynamic way as well as willing to share my professional and experience with other staffs for the benefit of the society and the Nation aswhole

## **F.HOBBIES**

Reading newspapers to be updated with current issues. Watching TV especially educative program.

## **G.REFEREES**

**AMON MANGALA,**

CLIENT RELATIONSHIP OFFICER,

P.O.BOX 750,

DODOMA,

MOB: 0754678233,0767391684

EMAIL: [amonmangala@gmail.com](mailto:amonmangala@gmail.com)

**ASHERI WARIOBA,**

BRANCH MANAGER,

I&M BANK(T) LIMITED,

P.O. BOX 30238,

DAR ES SALAAM,

MOB: 0787161767,0766161767,

EMAIL: [awarioba@imbank.co.tz](mailto:awarioba@imbank.co.tz)

**TABIA MASHAMBO,**

TEACHER,

UNUNIO PRIMARY SCHOOL,

P.O.BOX 21209,

DAR ES SALAAM,

MOB: 0716293333