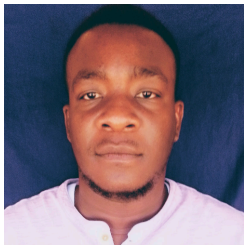


CONTACT



ADAM RAMADHANI WAZIRI

P.O. Box 6116, Tanga, Tanzania
0787185478 / 0676374654
adamramadhani554@gmail.com

PERSONAL DETAILS

- Date of Birth : 11/02/1998
- Marital Status : Single
- Nationality : Tanzanian
- National ID : 19980211-21112-00001-23

OBJECTIVE

I seek challenging opportunities where I can fully use my skills for the success of the organization.

EDUCATION

- | | |
|-------------------------------|---|
| November 2018 - November 2021 | <ul style="list-style-type: none">• MZUMBE UNIVERSITY - Morogoro Main Campus
BACHELOR OF ACCOUNTING AND FINANCE IN BUSINESS SECTOR
SECOND CLASS - LOWER DIVISION (GPA 3.4/5.0) |
| May 2016 - May 2018 | <ul style="list-style-type: none">• ROSMINI HIGH SCHOOL
A- LEVEL (ASCEE)
Division Two - with 11 points |
| January 2012 - November 2015 | <ul style="list-style-type: none">• ROSMIN SECONDARY SCHOOL
O LEVEL (CSEE)
Division One - with 12 points |

EXPERIENCE

- | | |
|---------------------------------|--|
| 20th MAY 2024 - PRESENT | <ul style="list-style-type: none">• Assistant Accountant
Wapo Scaffolding (T) limited
1. Dealing with all payroll activities
2. Preparation of financial Reports
3. Advising the Management on tax matters and making sure to comply with them
4. Managing Account receivables
5. Performing other duties assigned by the management |
| 01st SEPT 2023 - 15th MAY 2024 | <ul style="list-style-type: none">• ACCOUNTANT
Community Based Water Supply Organization (CBWSO)
1. Implementing effective and sustainable ways to ensure high collections from customer's monthly water bills.
2. Recording and Maintaining transactions in the cashbooks.
3. Performing monthly bank reconciliations.
4. Working with the management team in Preparation of yearly financial budgets.
5. Preparation of Financial statements.
6. Performing all payroll activities
7. Performing any duty assigned by the RUWASA District office or the CBWSO Supervisor. |
| 01st July 2022 - 30th June 2023 | <ul style="list-style-type: none">• ACCOUNTING INTERNSHIP (TaESA)
Government Procurement Services Agency (GPSA)
1. Preparation of weekly activity reports
2. Assist in budget preparation.
3. Assist in financial statements preparation.
4. Ensuring proper recording and documentation of Expenses. |

5. Performing other duties assigned by the Regional Accountant.

30th Oct 2020 -
30th April 2021

- **FIELD STUDY**
Tanzania Revenue Authority (TRA)
1. Assist in Preparation of financial statements
2. Dealing with tax compliances, tax assessments and all tax concepts

SKILLS

- Leadership skills
- Computer skills
- Problem Solving skills
- Communication Skills
- Negotiations skills
- Entrepreneurship skills
- Customer Service skills

LANGUAGES

- English - Speaking and writing fluently
- Kiswahili - Speaking and writing fluently

ACHIEVEMENTS & AWARDS

- Achievement of Anti-Corruption Membership Certificate from PCCB Tanzania in 2015
- Achieved a certificate in Base QuickBooks pro course in June 2016 after taking a short course at Digital Age I.T. Tanzania

INTERESTS

- Reading magazines and newspapers
- Playing and watching football
- Music
- Socializing with friends and family
- Surfing through internet

REFERENCE

- **Mr. Elias Peter Wakula - Wapo Scaffolding (T) Limited**
Managing Director
elias.wakula@waposcaffolding.com
+255 716 029 263
- **Eng. Erwin .K. Sizinga - Rural Water Supply and Sanitation Agency -RUWASA**
Lushoto District Manager
lushotodm@ruwasa.go.tz
+255 787 439 887 / +255 744 773 342
- **Mrs. Ridhael Mnjokava - Government Procurement Service Agency (GPSA-Tanga)**
Regional Accountant
ridhaeli.mnjokava@gpsa.go.tz
+255 763 732 779
- **Mr. Bright Wilfred Mkusu - Tanzania Revenue Authority (TRA-Tanga)**
Accountant
bwilfred@tra.go.tz
+255 754 433 275

DECLARATION

- I Adam Ramadhani Waziri declare that all the information contained in this CV is in accordance with facts or truth to my knowledge. I take full responsibility for the correctness of the said information.