

Simon V Sebastian

Dar es salaam

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Personal Details

- Date of Birth : 19/05/1996
- Nationality : Tanzanian
- Gender : Male

Objective

Recent graduate with a Bachelor's degree in Economics and Finance, bringing a strong foundation in financial analysis, market trends, and customer-focused solutions. Through hands-on internship experience, I've developed skills in data-driven decision-making, relationship building, and achieving organizational objectives. I'm eager to apply my knowledge and enthusiasm to contribute to a dynamic team, delivering value and supporting growth in a professional environment.

Experience

- **Simanjiro District Council** 01/07/ 2024 - 24/12/2024
Assistant Trade Officer- Intern
As a Trade Officer at Simanjiro District Council, my role focuses on
 - Generated revenue by collecting payments, issuing TRI control numbers, and managing service levies, ensuring consistent cash flow for the council.
 - Built strong customer relationships by visiting clients to reconcile accounts, confirm balances, and resolve discrepancies, enhancing trust and satisfaction.
 - Conducted market surveys on product storage and pricing, delivering actionable reports that supported sales strategies and market growth.
 - Audited customer satisfaction by verifying invoice accuracy and adherence to pricing standards, maintaining high service quality.
 - Ensured product availability through coordination of distribution processes, optimizing stock levels for customer demand.
 - Supported trade operations by issuing permits and ensuring compliance, streamlining business activities for local stakeholders.
- **Simanjiro District Council** 01/08/2023 - 01/10/2023
Accountant- Intern
As an Accountant at Simanjiro District Council, I handle various responsibilities including.
 - Created financial documents such as bills, invoices, pay-orders, payables, receivables, and purchase orders for the council.
 - Identified discrepancies in ledgers and accounts, tracked them to the source, and corrected them to ensure accurate financial reporting.
 - Verified payments and deposits made through the council's accounts and coordinated with the bank for financial reconciliation.
 - Maintained the council's ledgers and daily financial transactions.
 - Coordinated and managed payment and billing details of external service providers, contractors, and vendors working with the council.
 - Collaborated with Financial Managers and other team members to successfully execute various

accounting tasks for the council.

- Created daily financial reports for council management and team members to support decision-making.

Education

- **Institute of Finance Management** 2024
Bachelor of Science in Economics and Finance
3.7/5
- **Maua Seminary** 2017
HGE
II
- **Alfa Games** 2014
O-Level (Form Four)
II

Skills

- Problem solving skills
- Strong communication and interpersonal skills
- Attention to detail
- Sales and revenue generation
- Customer relationship management

Reference

- **Anold nicholaus Butoke - Simanjiro District Council**
Trade Officer
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- **Mr. Sebastian Victor Mbiro - VAYU LTD**
Sales Manager
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- **Mr. Pius Dominik Kisite - Simanjiro District Council**
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