

# CURRICULUM VITAE

BEATRICE STEPHEN MUHUMBA

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## PERSONAL DETAILS

SURNAME : MUHUMBA  
MIDDLE NAME : STEPHEN  
FIRST NAME : BEATRICE  
DATE OF BIRTH : 12/03/2001  
PLACE OF BIRTH : IRINGA  
SEX : FEMALE  
MARITAL STATUS : SINGLE  
NATIONALITY : TANZANIAN

## CONTACTS

P.O.BOX : 9522 Dar es salaam  
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## EDUCATION AND QUALIFICATIONS

**2020– 2023 Bachelor of public sector accounting and finance.**

At Tanzania Institute of Accountancy (TIA).

P.O.BOX, 9522,

Dar es salaam campus – Tanzania.

**2018–2020 Advanced Certificate of Secondary Education.**

At Arusha girls' high school,

P.O.BOX, 16034,

Arusha-Tanzania.

**2014 - 2017 Certificate of secondary education.**

At Ebenezer Secondary School,

P.O.BOX, 2080,

Iringa Tanzania.

**2007-2013 Certificate of Primary Education.**

At St Dominic Savio Primary School,

P.O.BOX, 64,

Iringa-Tanzania.

## FIELD STUDY

**2022 August to October**

**SMALL INDUSTRY DEVELOPMENT ORGANIZATION ( SIDO**

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### **Iringa -Tanzania.**

**I worked as a field student under supervision of accountant officer at SIDO performing the following tasks.**

- Issue of receipts to customers.
- Issue of cheques to banks.
- Preparation of voucher.
- Archive payments on the Government Electronic Payment Gateway.
- Analysis and interpretation of details on Microsoft word, Microsoft excel as well as emails.

From May 2023 up to April 2024.

- I have been working as sales representative at BSM steel hardware at Kibada Kigamboni. It includes:
- Performing market researches and ensuring great customer service in providing steel for welding activities.
- Negotiations of prices and maintain great profits returns to the investment.
- Performing cashier activities.
- Performing stock control .
- Advising customers on choices of products.

From October 2024 up to present.

- I have been operating as sales and marketing officer at Maturubai and Tents Services building and Construction Company Limited ,I leverage at:-
- Performing B2B and B2C sales in daily basis
- Performing online advertising and business promotion sales
- Performing marketing meetings with our esteemed customers and partners
- Provide services awareness through marketing campaigns
- Performing cash sales and sales receipts control
- Ensure sales returns index is constant stable or expanding to maintain the company's profitability
- Perform market research

## **KEY SKILLS AND COMPETENCIES**

- Good Communication skills.
- Computer Skills include Microsoft word, Excel, and Email.
- Ability to quickly understand complex problems and devise effective solutions.

- Interpersonal skill and passionate about people and relation.
- Fast learning, self-motivated and eager to face challenges,
- Competent in swahili and english languages.
- Time management highly prioritized in whatever tasks.
- Good customer Care and handling.
- Marketing and advertising skills.
- Accounting package tally erp 9 ,quickbooks.

## REFEREES

Neema Euzebio Mwinyi, Accountant,

ELCT Kising'a student's centre,

Iringa -Tanzania,

Mobile:+255 (0) 679 380 827,

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Nelson Nashon Bidyanguze ,

- Procurement officer,

Lusiga enterprise,

Kigoma – Tanzania,

Mobile: +255 (0) 765 643 118.

Email:Nelsonbidyanguze61@gmail.com

Fredius Thadeo. Mwikila,

Tax officer ,

Tanzania Revenue Authority,

Kahama-Tanzania,,

Mobile: +255 (0) 759 034 650,

Email: fre.mwikila94@gmail.com.

## Certification

I, **Beatrice Stephen Muhumba** certify to the best of my knowledge and believe that these data. correctly describes me, together with my qualifications and experience.