

# CURRICULUM VITAE 2024/2025

## **1 BACKGROUND INFORMATION**

1	FULL NAME	MALISA, JAMES H.
2	SEX	MALE
3	DATE OF BIRTH	21 JUNE 1998
4	NATIONALITY	TANZANIAN
5	CONTACT ADDRESS	BOX 62612, DAR ES SALAAM - TANZANIA
6	MOBILE PHONE NUMBER	0758378585,0621142356
7	E-MAIL ADDRESS	Malisajames52@gmail.com
8	PLACE OF BIRTH	OLD MOSHI KIDIA-KILIMANJARO
9	MARITAL STATUS	SINGLE
10	LANGUAGE PROFICIENCY	SWAHILI & ENGLISH
11	HEALTH	PHYSICALLY AND MENTALLY OK
12	RELIGION	CHRISTIAN

## **2 ACADEMIC& PROFESSIONAL BACKGROUND**

	YEAR	COURSE	INSTITUTION
1	2021 – 2022	ORDINARY DIPLOMA IN ACCOUNTANCY AND INFORMATION TECHNOLOGY	INSTITUTE OF ACCOUNTANCY ARUSHA
2	2019 – 2020	DIPLOMA TECHNICIAN CERTIFICATE IN ACCOUNTANCY	INSTITUTE OF ACCOUNTANCY ARUSHA
3	2017 – 2018	BASIC TECHNICIAN CERTIFICATE IN ACCOUNTANCY	INSTITUTE OF ACCOUNTANCY ARUSHA
4	2014 – 2017	CERTIFICATE OF SECONDARY EDUCATION	ST. MATTHEW'S SECONDARY SCHOOL
5	2006 – 2013	CERTIFICATE OF PRIMARY EDUCATION	BETHEL MISSION SCHOOL

### **3 FIELD AND WORK EXPERIENCE**

	YEAR	ACTIVITIES PERFORMED AT THE FIELD	PLACEMENT AREA
1	NOV-JAN, 2020	-Attend customers and fills job cards.  -Collect cheques and record transactions to the respective books.  -Issuing receipts of various sales.	ARUSHA DISTRICT COUNCIL
2	JUN-SEP, 2022	-Attending customers with various grievances regarding their deductions.  -Conduct marketing to various organizations for the purpose of obtaining new clients and register the same to LINE.	TANZANIA ELECTRICAL SUPPLY COMPANY LTD
3	JUN-SEP, 2022	-Bank reconciliation  -Check cash book details  -Issuing receipts	TANZANIA ELECTRICAL SUPPLY COMPANY LTD

### **4 REFEREES**

1. GERALD TIMOTHY MALISA,  
ADMISSIONS OFFICER,  
PO BOX 2798,  
MOBILE PHONE 0784-542-778.

**ARUSHA.**

2. JOSHUA STEPHEN MOSHI,  
DIRECTOR AT ISCC,  
PO BOX 6582,  
MOBILE PHONE 0627-667- 967.

**DAR ES SALAAM.**