

**FRANK ISSA TALEWA**

P. O. Box 1100, Dar es Salaam, Tanzania.

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Mail: ftalewa14@gmail.com.

Date of birth: 14/02/2001

Marital Status: Single

Languages: English and Swahili (Both Fluent)

SUMMARY

I am confident, competent and driven economist and financial analyst with proficient in analyzing and forecasting data, and studies on effect of economic condition on business product, asset and investment. And I have proficiency in financial management skills, Accounting skills, conducting investment analysis, planning and competent using statistical software and strong communication skills to meet the organization goals and vision.

EXPERIENCE**Jun 2023 to Current****Tally clerk and Surveyor**

Mahemba marine surveyor and consultant Ltd(WFP SUPERINTENDENT), Dar es Salaam (Tanzania)

- Keeping track of incoming and outgoing goods, accurately recording quantities, and updating inventory systems.
- Preparing and maintaining detailed records, such as bills of lading, invoices, and shipping manifests.
- Inspecting goods for damage, discrepancies, or defects and reporting any issues to the relevant parties.
- Accurately entering data into computer systems or using manual record-keeping methods.
- Coordinating with warehouse staff, truck drivers, shipping/receiving personnel, and sometimes customs officials to ensure smooth cargo handling.
- Generating reports on inventory levels, discrepancies, and other relevant information for management and clients.
- Ensuring the accuracy of records and preventing errors in counting or documentation that could lead to financial discrepancies or delivery delays.

August 2021 – October 2021 And August 2022 – October 2022(field practical training)

National social security fund (NSSF)-Ruvuma

- Reporting to supervisor
- Manual checking, These is verify payment of contributions when some of transactions had errors so I had chance to correct errors occurred during transactions
- Registration of new member
- listening and services member complains
- Receiving and issuing receipts
- Opening file member complain
- Recording statutory payment

SPECIAL SKILLS

- Strong computer and software package Skills like word, ppt, excel and STATA.
- Strong Interpersonal Skills.
- Follow-ups and Contract Negotiating Skills.
- Time Management Skills.
- Leadership and Team Management Skills.
- Strong analytical skills
- Excellent Planning and Organizational Skills.
- Decision Making and Quality Focused Skills.
- Patient and Self-Motivated.
- Listening Skills.
- Customer Focused and Problem Solving Skills.

EDUCATION

Bachelor of Science in economics and finance

Institute of Finance Management (November 2020- June 2023).

Advanced Certificate of Secondary Education

Njombe Secondary School (Jul 2018- May 2020).

Certificate of Secondary Education

Nguluma Secondary School (January 2014- October 2017).

REFEREES

Mr.Andulile mbogela

Credit controller

Aramex Tanzania Limited

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Salha abdallah rashidi

Record clerk

National social security fund(NSSF)

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Telesphor nyoni

Senior Economist

President Office Regional
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Government

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DECLARATION

I am frank Issa Talewa declare that the information provided here is complete and correct to the excellence of my knowledge and belief as described my ability and qualification.