

CURRICULLUM VITAE

Personal Details

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|-------|-------------------------|-------------|----------------------------------|-----|-------|--------|--------|
| Name | Dotto J Magoro | Nationality | Tanzanian | Age | 27yrs | Status | Single |
| Cell | +255 769 237 791 | Address | P.O.Box 54 Tarime -Mara Tanzania | | | | |
| Email | dottomagoro92@gmail.com | | | | | | |

Profile Summary

I am an individual who focuses all my energy in making sure that any given task is completed at an estimated time with positive results. Holding an Ordinary Diploma in accounting and Transport Finance and Bachelor degree in Accounting with Information Technology, I have been able to work from different places, dealing with a vast number of individuals each with different experiences, thus requiring different approaches, hence creating the flexibility complex within allowing me to work at any location. From experiences that I have acquired throughout my time I have managed to create a good working environment with other co-workers. I am open, eager, humble and flexible to learn new things.

Objectives

To apply my knowledge skills, experiences an education in general assuring the deliverance of valuable services to the organization and its clients through competency, implementation, organization and maintenance of the expected input in order to attain efficiency and effectiveness upgrading the organization's progress and productivity.

Skills and Competencies

- Microsoft Office Package (word, Excel, Power point)
- Communication skills both verbal and written
- Leadership skills
- Problem-solving skills
- Computer knowledge
- Customer care skills
- Entrepreneurship activities
- Accounting package(Tally)
- Digital marketing skills

Language and Proficiency

- Fluent in English and Swahili (Mother Tongue)

Resume

Education

| Institution | Subject Matter | Start | End |
|------------------------------------|---|---------------|----------------|
| Institute of Finance Management | Bachelor Degree in Accounting with Information Technology | November 2021 | July 2024 |
| National Institute of Transport | Ordinary Diploma in Accounting and Transport Finance | November 2018 | November 2020 |
| Galanos Secondary School | Advanced Secondary school | May 2015 | May 2017 |
| St Thomas Aquinas Secondary School | Ordinary Secondary School | January 2011 | September 2014 |
| Mapinduzi Primary School | Primary School | January 2003 | September 2010 |

Experiences and Exposures

| | | |
|------------------------------------|--|------------------------------|
| Employer's Name and Address | National bank of commerce (NBC) P.O.BOX DAR ES SALAAM | |
| Position Held | CUSTOMER SERVICES DEPARTMENT | |
| Date | From: July 2019 TARIME-MARA | To: Date October 2019 |
| | Key Duties & Responsibilities: <ul style="list-style-type: none">• Issue Bank Statement• Accounts Inquired• Cash deposit through ATM machine• Register customers with NBC mobile Banking services• Register customer with new ATM cards• Observing account opening• Problems solving and complain• | |

Hobbies

Running | Football | Movies | Reading|Music

Resume

REFEREES

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| Miss Jane Magoro Human Resources Manager Global insoft Limited P.O.Box 40173 Dar es Salaam-Tanzania Mobile: +25572210336 Email: <i>magoroj@gmail.com</i> | Rahel Jeremiah Kuzenza Teacher Mapinduzi primary school P.O.Box 54 Tarime Mobile NO;0784909996 | |
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DECLARATION

I hereby declare that all the information contained in this CV is accordance with facts or truth to my knowledge.