

ROYDON JOSPEH URIO

Professional Summary: With 4+ years of experience in preparation of financial transaction documents, making payments to suppliers, maintaining service schedule for machine and vehicles and reports, maintaining cash, preparation of reports such as fuel report consumption, bank and cash reconciliation.

Phone: +255 622 330 509
+255 718 310 207

E-Mail: royurio16@gmail.com

Date of Birth: 16th September 1992

Nationality: Tanzaniani

Professional Course
CPA – Intermediate Stage

Skills

- Organization
- Time Management
- Decision making
- Problem solving
- Reliability

Languages

- Swahili
- English

Computer Skills

- Microsoft Office such as Excel, Word and Power Point
- Open Office such as Text document, Spreadsheet
- Email
- Tally ERP

Working Experience

Employer: TNR LTD (CONTRACTED BY LINDI JUMBO)

YEAR: SEPTEMBER 2021 – UP TO NOW

POSITION: ACCOUNTANT

DUTIES:

- Manage cash and making payments of day to day activities
- Preparation of weekly budget
- Monthly cash reconciliation
- Fuel reconciliation for payment
- Maintain fuel consumption report
- Maintain machine hours (for fuel consumption)
- Making payments to suppliers and purchase of materials
- Maintain asset register
- Proper arrangements of documents
- Scanning and sending petty cash vouchers to Head Office weekly
- Any other duties assigned by supervisor

Employer: TNR LTD (CONTRACTED BY UNILEVER TEA TNZANIA)

POSITION: ACCOUNTANT

YEAR: JUNE 2018 – AUGUST 2021

DUTIES:

- Manage cash and making payments of day to day activities
- Preparation of weekly budget
- Monthly cash reconciliation
- Making payments to suppliers and purchase of materials
- Maintain asset register
- Proper arrangements of documents
- Scanning and sending petty cash vouchers to Head Office weekly
- Any other duties assigned by supervisor

Education

St John's University of Tanzania: Bachelor of
Accounting and Finance:
2013 – 2016

Majengo Secondary School: Advanced Certificate of
Secondary Education: 2011 – 2013

Faraja Seminary Secondary School: Certificate of
Secondary Education: 2007 – 2010

Kimara Baruti Primary School: Certificate of Primary
School: 2000-2006

Field Experience

Year: August 2015 – October 2015

Organization: National Audit Office of Tanzania

Position: Accountant

Duties;

- Preparation of vouchers
- Preparation of cheques for payment
- Preparation of extra duty allowance
- Arrangement of documents

Referees

Name: David Lewis Sonelo

Position: Cost Accountant

Employer: TNR LTD

Contacts; Mobile number: 0716 201 036/0764 746 375

Email: david@tnr.co.tz

Name: Mbaraka Athumani Lubanza

Position: Assistant Accountant

Employer: TNR LTD

Contacts; Mobile number: 0657 171 113

Email: mbaraka.a@tnr.co.tz

Name: Anna Greyson Mrema

Position: Human Resource and Administrator

Employer: TNR LTD

Contacts; Mobile number: 0714 289 257/0766 880 725

Email: anna.m@tnr.co.tz