

# CURRICULUM VITAE

## PERSONAL PARTICULARS

**Full Name** : Yvonne Hipoliti Temu  
**Date of Birth** : 10<sup>th</sup> April 1996  
**Gender** : Female  
**Nationality** : Tanzanian  
**Marital status** : Single  
**Language** : English and Kiswahili  
**Phone** : 0676 107491  
**Address** : P.O.BOX 20842 Dar es Salam  
**E-mail** : [yvonnetemu16@gmail.com](mailto:yvonnetemu16@gmail.com)

## ESSENTIAL SKILLS AND PROFFESIONAL QUALITIES

- Computer literate MS Office, Exell
- Customer care services
- Team work and Time management

## EDUCATIONAL BACKGROUND

**Institution:** Institute of Finance Management

**Award:** Bachelor of Accounting

**Institution:** Institute of Finance Management (2016-2018)

**Award:** Diploma in Banking and Finance

**Institution:** Midland High School (2014-2016)

**Award:** Certificate of Advanced Secondary School Education

**Institution:** Makongo High School (2009-2012)

**Award:** Certificate of Ordinary Secondary School Education

**Institution:** Mbuyuni Primary School (2002-2008)

**Award:** Certificate of Primary School Education

## WORKING EXPERIENCE

**June 2024 – Jan 2025:** Loan Officer, Bluestar microfinance

- Educating applicant about the firm loan
- Contact businesses and people to ask if they need loan
- Verify applicant financial information and document

**January 2022 - December 2023:** Assistance accountant at Hekima Associates

- Preparation of Financial statement
- Filling and submitting online (E. filling) of PAYE, SDL, VAT, Estimates and Income return
- Reconciliation
- Preparation of Payroll
- Payment voucher preparation
- Stock Taking

**June 2020 – July 2021:** Finance Officer intern at National Social Security Fund (NSSF)

- Benefit payment
- Payroll preparation
- Payment of vouchers
- Recording file
- Bank reconciliation
- Insurance payment

**January 2019 – December 2019:** Finance Officer intern at Urafiki Textile

**Industry**

- Bank reconciliation
- Payroll preparation
- Payment of vouchers
- Stock Taking
- Filling TRA returns
- Debt collection

## KEY COMPETENCIES

- Interpersonal
- Active learning and learning strategies
- Records management and keeping

## **HOBBIES**

- Reading different stories
- Acquiring new skills and knowledge through meeting new people in difference categories

## REFEREES

Name: : SIAELI ELIMRINGI MSAKI  
Designation: : Accountant, HEKIMA ASSOCIATE  
Address : P.O. BOX 72861 Dar es Salam  
Phone: : +255688786513  
Email : [siamsacky60@gmail.com](mailto:siamsacky60@gmail.com)

Name: : LEONARD REVOCATUS KULWA  
Designation: : Records Management Officer, NSSF  
Phone: : +255712417987  
Email: : [leonard.kulwa@nssf.or.tz](mailto:leonard.kulwa@nssf.or.tz)

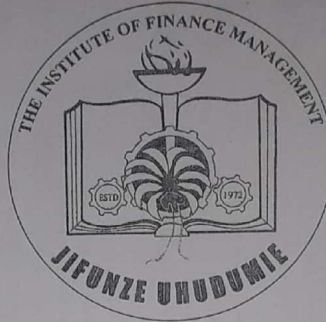
Name: : SOSTHENES THOMAS RENGUO  
Designation: : Chief Accountant, URAFIKI TEXTILE INDUSTRY  
Phone: : +255719546267  
Email: : [sosrenguo@gmail.com](mailto:sosrenguo@gmail.com)

## DECLARATION

I hereby declare that the information I have provided above is true and genuinely presents my  
qualification

THE  
INSTITUTE OF FINANCE MANAGEMENT  
DAR ES SALAAM, TANZANIA

REG. No.: IMC/BAC/18/84617



BACHELOR DEGREE

*This is to certify that*

**Yvonne Hipoliti Temu**

*Having successfully completed the examinations  
and satisfied all other requirements of the Institute's  
Governing Council, is hereby awarded*

CERTIFIED TRUE COPY OF  
THE ORIGINAL

PRIMARY COURT MAGISTRATES  
KAWE - KINONDONI

*The Bachelor of  
Accounting*

**Lower Second**

*Classification*

CHAIRPERSON OF  
THE COUNCIL



RECTOR



DATE: 26th November 2021

No.: 014217





P.O.BOX 3918, Dar es Salaam, Tanzania

Tel: 2112931/4, 02114817, Fax: 2112935

E-mail: rector@ifm.ac.tz



## ACADEMIC TRANSCRIPT

Student Name: YVONNE HIPOLITI TEMU  
 Course Title: BACHELOR OF ACCOUNTING  
 (Accredited by the National Council for Technical Education)

Date of Birth: 1996-04-10  
 Gender: FEMALE

Registration Number:  
 Nationality:

IMC/BAC/18/84617  
 TANZANIAN

Year Admitted:  
 Year Completed:  
 Financial Sponsor:

OCTOBER, 2018  
 NOVEMBER, 2021  
 PRIVATE

## Year1: Semester I

CODE	COURSE	GRADE	POINTS
AFU07101	PRINCIPLES OF ACCOUNTING	B+	4
BFU07101	COMMERCE	B+	4
ECU07101	MICROECONOMICS	C	2
GSU07102	DEVELOPMENT STUDIES	B	3
GSU07103	BUSINESS LAW	C	2
MTU07101	BUSINESS MATHEMATICS	C	2

## Year1: Semester II

CODE	COURSE	GRADE	POINTS	ANNUAL GPA
AFU07202	INTRODUCTION TO FINANCIAL ACCOUNTING	B	3	2.9
ECU07202	MACRO ECONOMICS	B	3	
GSU07204	BUSINESS COMMUNICATION	B	3	
ITU07205	INTRODUCTION TO COMPUTERS	C	2	
MSU07201	PRINCIPLES OF MANAGEMENT	B	3	
MTU07203	BUSINESS STATISTICS I	B+	4	

## Year2: Semester I

CODE	COURSE	GRADE	POINTS	ANNUAL GPA
AFU07303	CORPORATE FINANCE	B	3	3.1
AFU07304	INTERMEDIATE FINANCIAL ACCOUNTING	C	2	
AFU07305	AUDITING	B+	4	
AFU07306	GOVERNMENT ACCOUNTING	B+	4	
AFU07311	PRACTICAL FIELDWORK REPORT	A	5	
ITU07305	COMPUTER APPLICATIONS	B	3	
TMU07308	TAXATION	C	2	

## Year3: Semester I

CODE	COURSE	GRADE	POINTS	ANNUAL GPA
AFU08501	ADVANCED FINANCIAL REPORTING I	B	3	3.5
AFU08503	MANAGEMENT ACCOUNTING	B	3	
AFU08504	INTERNATIONAL FINANCE	B	3	
AFU08510	FIELD PRACTICAL WORK	B+	4	
ITU08505	ELECTRONIC BUSINESS	B+	4	
MSU 08502	ENTREPRENEURSHIP	B	3	
MSU08501	STRATEGIC MANAGEMENT	B+	4	

OVERALL PERFORMANCE

CUMMULATIVE G.P.A: 3.2

CLASSIFICATION: LOWER SECOND

NOTE: The G.P.A is based on a 5.0 grading system

CERTIFIED AS A TRUE COPY  
 OF THE ORIGINAL

The Institute of Finance Management  
 REGISTRAR

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

14.01.2022

THE  
INSTITUTE OF FINANCE MANAGEMENT  
DAR ES SALAAM, TANZANIA

REG. No.: UPA/DBF/16/68795



DIPLOMA

*This is to certify that*

**Yvonne Hipoliti Temu**

*Having successfully completed the examinations  
and satisfied all other requirements of the Institute's  
Governing Council, is hereby awarded*



*Ordinary Diploma in  
Banking and Finance*

**Lower Second**

*Classification*

CHAIRPERSON OF  
THE COUNCIL



RECTOR



DATE: 30th November 2018



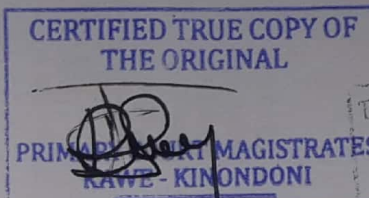
# The Institute of Finance Management



Chuo cha Usimamizi wa Fedha

P.O.BOX 3918, Dar es Salaam, Tanzania  
Tel: 2112931/4; 02114817, Fax: 2112935  
E-mail: rector@ifm.ac.tz

## ACADEMIC TRANSCRIPT



Student Name: YVONNE HIPOLITI TEMU  
Course Title: ORDINARY DIPLOMA IN BANKING AND FINANCE

Date of Birth: 1996-04-10  
Gender: FEMALE

Registration Number: UPADB/16/68795  
Nationality: TANZANIAN

Year Admitted: OCTOBER, 2016  
Year Completed: NOVEMBER, 2018  
Financial Sponsor: PRIVATE

(Accredited by the National Council for Technical Education)

### Year 1 [NTAL-5] Semester I

CODE	COURSE	GRADE	POINTS
AFT05101	INTRODUCTION TO ACCOUNTING 1	B	3
BFT05101	ELEMENTS OF BANKING	B	3
GST05101	INTRODUCTION TO COMMUNICATION SKILLS	C	2
GST05103	INTRODUCTION TO BUSINESS LAW	C	2
MTT05101	BASIC MATHEMATICS AND STATISTICS	B	3

G.P. A 2.4

CLASSIFICATION: PASS

NOTE: The G.P.A is based on a 4.0 grading system

### Year 1 [NTAL-5] Semester II

CODE	COURSE	GRADE	POINTS
AFT05204	BASICS OF CORPORATE FINANCE	C	2
BFT 05203	COMMERCE	C	2
BFT05202	SELLING AND CUSTOMER CARE	B	3
BFT05204	INTRODUCTION TO INTERNATIONAL TRADE	C	2
ITT05207	INTRODUCTION TO COMPUTER APPLICATIONS	C	2

### Year 1 [NTAL-6] Semester I

CODE	COURSE	GRADE	POINTS
AFD06301	FUNDAMENTALS OF FINANCIAL ACCOUNTING 1	B+	4
BFD06101	PRINCIPLES OF MICROFINANCE	C	2
BFD06102	PRINCIPLES AND PRACTICE OF BANKING	B	3
BFD06201	PROJECT WORK	B+	4
ECD 06101	PRINCIPLES OF ECONOMICS	B	3
MSD06101	FUNDAMENTALS OF MARKETING AND CUSTOMER SERVICE	B	3
MTD06102	MATHEMATICS AND STATISTICS	B	3

G.P.A 3.2

CLASSIFICATION: LOWER SECOND

NOTE: The G.P.A is based on a 5.0 grading system

### Year 1 [NTAL-6] Semester II

CODE	COURSE	GRADE	POINTS
AFD06303X	PRINCIPLES OF CORPORATE FINANCE	A	5
BFD06203	SME FINANCING BY BANKS	B+	4
GSD06204	INTRODUCTION TO LAW RELATED TO BANKING	C	2
MSD06201	BASIC ENTREPRENEURSHIP	B	3
MSD06202	FUNDAMENTALS OF MANAGEMENT	B	3

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OF THE ORIGINAL

The Institute of Finance Management  
REGISTRAR

Signature: \_\_\_\_\_

Date: 02/08/2019



# The National Examinations Council of Tanzania



## Advanced Certificate of Secondary Education

This is to certify that YVONNE TEMU

Index No. S1246-0506

sat for Advanced Certificate of Secondary Education Examination

at MIDLANDS SECONDARY SCHOOL

in MAY 2016

and qualified for the award of an

Advanced Certificate of Secondary Education

in Division THREE

after attaining the following performance:-

Subject	Grade
GENERAL STUDIES	E (PASS)
BASIC APPLIED MATHEMATICS	F (FAIL)
ECONOMICS	E (PASS)
COMMERCE	E (PASS)
ACCOUNTANCY	E (PASS)



Chairperson

Executive Secretary

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AC16 0133713

# The National Examinations Council of Tanzania



## Certificate of Secondary Education

This is to certify that YVONNE TEMU

Index No. S0731-0272

sat for the Certificate of Secondary Education Examination

at MAKONGO SECONDARY SCHOOL

in OCTOBER 2012

and qualified for the award of a

**CERTIFICATE OF SECONDARY EDUCATION**

in Division FOUR

after attaining the following performance:-

Subject	Grade
CIVICS	D (PASS)
HISTORY	D (PASS)
GEOGRAPHY	D (PASS)
KISWAHILI	C (PASS)
ENGLISH LANGUAGE	D (PASS)
LITERATURE IN ENGLISH	D (PASS)
BIOLOGY	F (FAIL)
BASIC MATHEMATICS	D (PASS)
COMMERCE	D (PASS)
BOOK KEEPING	C (PASS)

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Chairperson

Executive Secretary

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CS12 0038570





# The National Examinations Council of Tanzania



## Certificate of Secondary Education

This is to certify that **YVONNE TEMU**

Index No. **P0321-0325**

sat for the Certificate of Secondary Education Examination

at **KINONDONI SECONDARY SCHOOL CENTRE** in **NOVEMBER 2013**

and qualified for the award of a

**CERTIFICATE OF SECONDARY EDUCATION**

in Division **FOUR**

after attaining the following performance:-

Subject	Grade
CIVICS	F (FAIL)
ENGLISH LANGUAGE	C (PASS)
COMMERCE	C (PASS)
*****	



*[Signature]*

Chairperson

*[Signature]*

Executive Secretary

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