

Curriculum Vitae

PERSONAL DETAILS:

First Name: Francisco
Middle Name: Blastus
Surname: Mwakiwone
Marital Status: Married
Date of Birth: 21st June 1988
Place of Birth: Dar es Salaam
Nationality: Tanzanian

PERSONAL CONTACT:

Name: Francisco Blastus Mwakiwone
Address: Kahama- Shinyanga
P.o Box: 1102
Town/City: Kahama
Country: Tanzania
Mobile phone: +255 753 778 092 / 655 778 092
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EDUCATION BACKGROUND:

Institute of Accountancy Arusha:

- Advanced Diploma in Accountancy (2008-2011)

Ruaha Secondary School, Iringa:

- Advanced Certificate of Secondary Education Examination (2005-2008), specialised on History, Geography and Economics

Air wing Secondary School, Dar es Salaam:

- Certificate of Secondary Education Examination (2002-2005)

EDUCATIONAL TRAINING / SHORT COURSES:

Ruaha Secondary School, Iringa (2008)

- Introduction to computer, Application programs, Internet and emails, Electronic commerce.

Air wing Secondary School, Dar es Salaam (2006):

- Basic Computer application training; Microsoft word, Microsoft Excel, Microsoft Publisher, Microsoft PowerPoint, Internet.

LANGUAGE:

- **English** – Good in speaking, good in reading and good in writing
- **Swahili** – Native language

WORKING EXPERIENCE (EMPLOYMENT RECORD):

1. NATIONAL BANK OF COMMERCE LTD (CURRENTLY)

Working as:

- **Bank officer teller**
 - i. Receiving customer money for depositing.
 - ii. Paying money to customers.
 - iii. Receiving cheques from customers for depositing and for paying out cash.
 - iv. Performing customers fund transfers from one account to another.
 - v. Assist customers who performing foreign currencies exchange.
 - vi. Preparing daily report for foreign currencies exchanged.
 - vii. Posting daily foreign currencies exchanged into the portal.
 - viii. Screening customers into system who want to exchange currencies.
 - ix. Involving on sales by giving information to customers concerns the NBC Bank products such as different account, insurance on motor vehicle and houses.
 - x. Custodian at the branch.
 - xi. Performing sales by visiting customers and non-customers.

2. LETSHEGO BANK (On October 2017 to March 2018)

Working as:

- **Intern on Risk and recovery department:**
 - i. Communicating with client.
 - ii. Follow up on payments.

- iii. Making arrangement by entering into agreements with customers upon their payments.
- iv. Preparation of weekly report based on progress of customers payments.
- v. Visiting customers places of business and homes.

3. FIVESTAR PRINTERS LIMITED (On April to July 2017)

Working as:

- **Data entry:**
 - i. Taking total production of finished goods and posting into sage system.
 - ii. Recording total loss of material for each stage.
 - iii. Giving out raw material for production purpose.
 - iv. Making a total report for all stage in production.
 - v. Stock taking after two weeks.
 - vi. Receiving and dispatching orders to and from customers.

4. IFAKARA HEALTH INSTITUTE (IHI) (January 2012 to June 2015)

Working as:

- **Assistant Accountant:**
 - i. Receiving documents for payment purpose.
 - ii. Checking for correctness of the documents such as proper authorization in terms of signatures.
 - iii. Recording the documents into the incoming register.
 - iv. Writing the payment voucher.
 - v. Writing journal voucher (JV)
 - vi. Filing documents.
 - vii. Preparation of salaries.
- **Assistant Cashier:**
 - i. Custodian of petty cash.
 - ii. Making day-to-day payment to staff and other people such as supplier.
 - iii. Making bank transactions such as TISS, Telegraphic Transfer (TT) and Electronic Fund Transfer (EFT).
 - iv. Making deposit of cheques and cash to various banks.
 - v. Follow up on Bank balance and collecting for Bank statements.
 - vi. Collecting Chequebooks.
 - vii. Prepare exchange rate for each month to be used by the institute.
 - viii. Writing receipts after receiving cash or cheque for the Institute.

**5. TANZANIA PETROLEUM DEVELOPMENT CORPORATION (TPDC):
(October 2010 to March 2011)**

Working as:

• **Trainee Accountant:**

- i. Dealing with receiving documents for making photocopy.
- ii. Checking the proper accuracy for the documents.
- iii. Writing payment voucher.
- iv. Stocktaking.
- v. Writing Invoice
- vi. Bank reconciliation.
- vii. Posting documents into system. (sage pastel)

REFEREES:

Sn	Name	Position	Company	Phone number
1	MAYILA LADISLAUS KAPELLA	Bank officer	National Bank Of Commerce-Kahama	+255-759-801-287
2	PASCHAL IGNAS NYAMBO	Cashier	Ifakara Health Institute- Dar es salaam	+255-686-997-615
2	VERONICA ULAYA	ACCOUNTANT	Ifakara Health Institute Dar es salaam	+255-713-216-714

CERTIFICATION:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describes my qualifications, my experience and me.



Francisco Blastus Mwakiwone