

## CURRICULUM VITAE

Full Name: Sarah Stuart Onesmo  
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## CAREER OBJECTIVE

To develop and make more practical applications of the acquired skills and career within business while committed to overcome the exposed related challenges over the current competing world of professionalism and work creativity. Also, proficient in utilizing accounting software and adept at reconciling complex accounts, I bring a meticulous approach to financial analysis. Forward thinking with a great understanding of auditing procedures, offering expertise in regulatory issue validation and report writing. Exceptional interpersonal, communication and multitasking abilities.

## CORE SKILLS

- Attention to Detail and Accuracy.
- Analytical and Problem-Solving skills.
- Adaptability, Creativity, Time Management, Decision Making, Team Work.
- Audit and Compliance.
- Quick book and Microsoft Office (word and Excel).
- Account management.

## EDUCATION BACKGROUND

### **2025 – IN PROGRESS: NATIONAL BOARD OF ACCOUNTANCY AND AUDITORS**

Award: CPA – (INTERMEDIATE LEVEL)

### **2019 - 2022: INSTITUTE OF FINANCE MANAGEMENT**

Award: Bachelor degree in Banking and Finance

### **2017 - 2019: TLAWI SECONDARY SCHOOL**

Award: Certificate of Secondary Education Examination.

### **2013 - 2017: HENRY GOGARTY SECONDARY SCHOOL**

Award: Ordinary level education Certificate.

## WORK EXPERIENCE

### BUSINESS REGISTRATION AND LICENSING AGENCY | INTERNAL AUDIT INTERN

November 2024 – Present | Dar es salaam

- Assessing the effectiveness of policies and procedures designed to safeguard assets, ensure accurate financial reporting, and promote operational efficiency.
- Execute detailed audit procedures, including reviewing transactions, documents, records, reports, policies and procedures for accuracy and effectiveness.
- Obtaining, analyzing and evaluating accounting documentation, reports, data and flowcharts
- Examining the process of management of risk.
- Preparation of working papers which record and summarize audit procedures performed in accordance with the standards.
- Review, assess and test internal controls for key processes.

### SUB-TREASURY OF ARUSHA | ACCOUNTING INTERN

July 2020 – November 2020 | Metropole, Arusha

- Preparation of Payment Vouchers (PV).
- Preparation of Journal Vouchers (JV).
- Preparation of Payment Approval Sheet.
- Preparation of Bank Reconciliation Statements and financial documentation.
- Supported day-to-day operations, assisting teammates with various tasks.
- Worked in various departments to gain hands-on experience, including the data entry department and the pension department.

## TRAINING

### GREAT LEARNING ACADEMY

- Certificate of Accomplishment

Analytics in Finance December 2024

### DAR ES SALAAM CPA REVIEW CENTER

- Certificate of Accomplishment

Application of Microsoft Excel for Financial Statements Preparations November, 2023

### ECASSA INSTITUTE OF SOCIAL PROTECTION

- Certificate of Accomplishment –Tally Accounting

February – March, 2023

- Certificate of Accomplishment– QuickBooks Accounting

January – March, 2022

## REFEREES

**1. Mr. Peter Abisai Mbotto**

- Senior Internal Auditor – BRELA
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**2. Ms. Natalia Callist Kimathi**

- Regional Program Officer – MKUTA
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**3. Mr. Augustino S. Mwamatandala**

- Examination officer at Institute of Finance Management.
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**DECLARATION** I, SARAH STUART ONESMO do hereby declare and state that, the information given on this Curriculum vitae is true to the best of my knowledge.