

ATUGANILE K KINYAMBA

147, Dar es Salaam Tanzania | 255 766 528 880 | atuganilekais@gmail.com

PERSONAL INFORMATION

- Date of Birth: 14/09/1998
- Gender: Female
- Nationality : Tanzanian
- Marital status : Single

SUMMARY

Detail-oriented financial professional with a Bachelor of commerce in Finance aimed to contribute to a dynamic organization that values performed results oriented. Demonstrates a proactive approach to engaging teams and driving positive outcomes, coupled with strong analytical skills. Committed to continuous learning and adapting quickly to new changes, fostering professional growth in various sectors like finance.

SKILLS

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| <ul style="list-style-type: none">• Financial Management• Time Management• Creativity• High standard of communication skills• Critical thinking and problem-solving skills• Strong leadership qualities and work ethics• Business strategy and planning | <ul style="list-style-type: none">• Microsoft Office Applications (Word, Excel, Access, Outlook and Power Point)• Accounting Packages• Proposal writing skills• Adaptability and flexibility |
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EXPERIENCE

05/2024 - Current Administrator

Renew Med spa Health and Beauty Clinic - Dar es Salaam, Tanzania

- Performing general administrative work, managing day-to-day office operations, ensuring efficient workflow and adherence to mission and vision of the organization.
- Performing data entry tasks into computer databases from paper documents, Updating and maintaining databases with current information.
- Developing, maintaining and analyzing budgets; preparing periodic reports that compare actual expenditures to budgeted expenditures and projecting profitability
- Managing time effectively to ensure tasks were completed on schedule and deadlines were met.
- Offering recommendations to management regarding changes in financial transactions as well as cash flow

- Answering incoming calls and responded to customer inquiries and resolve them and Monitoring emails, sorted mail and distributed correspondence accordingly.
- Improving office organization by developing filing system and customer database protocols and Implementing strategies to take advantage of new opportunities. With analyzing key performance indicators to identify effective strategies for organization growth.
- Preparation of posters ,flyers and videos for service advertisement through using tools like Canvas and adobe

09/2023 - 04/2025 Volunteer Services Officer

Disciples Community -Non Government Organization - Dar Es Salaam, Tanzania

- Worked closely with disabled or impoverished individuals to locate helpful financial resources and community programs.
- Performed disaster relief and charity programs for the society.
- Provision of Insurance (medical Health Insurance) to women and children
- Participating in various youth empowerment activities, such as mental health awareness sessions.
- Participating in outreach programs that aim to reach societal groups in need and touch their lives, such as orphans, people in jail, the sick in hospitals, the disabled, and the elderly.
- Developing and maintaining records of volunteer services activities.
- Facilitating team-building initiatives among staff members in order to maximize efficiency.
- Participating in various training programs such as Discipleship and Community Leadership Training Programs.

09/2020 - 10/2020 Finance and Trade Trainee (Field Work)

Tarime Town Council - Mara, Tanzania

- Preparing prepaid vouchers and pre-auditing them.
- Tax payment evaluation and monitoring at the Tarime town center.
- Financial report evaluation to the people in Tarime rural area, especially to the people living under the living rate.
- Assisting management in the decision-making process by preparing budgets and financial forecasting.
- Preparations for withholding tax from the TRA system.
- Monitoring operations and reviewing records and metrics to understand council performance.
- Attending training sessions and meetings to learn new information and develop personal skills.

EDUCATION AND TRAINING

- 08/2021** **Bachelor of Commerce in Finance** : University Education
THE UNIVERSITY OF DODOMA (UDOM) - TANZANIA
- 05/2018** **Certificate:** Secondary Education
LUGALO HIGH SCHOOL - TANZANIA

HOBBIES AND INTERESTS

- Singing
- Drawing
- Reading books
- Content writing

LANGUAGES

- English, Professional (Writing, Speaking & Reading)
- Kiswahili, Professional/Mother Tongue (Writing, Speaking & Reading)

WORKSHOP

- Accounting packages workshop :January 2023 at Tanzania Institute of Accountant (TIA) MBEYA (QuickBooks ,Tally ERP 9 ,Excel E-filling system of return),

REFERENCES

- **Lusekelo K Kinyamba**
Accountant at Regional Immigration office Geita,
P.O. Box 342 Geita,
+255 784 644 253,
kinyambakais@yahoo.com
- **Joyce Steven**
Executive Director, Disciples Community,
P.O. Box 75495 Dar es Salaam
+255 764 695 922,
joycesteven@gmail.com
- **Annastazia Rugaba-Marondo**
Advocacy Manager, Twaweza East Africa,
Dar es Salaam,
+255 687 222 197,
arugaba@twaweza.org