

CURRICULUM VITAE

PERSONAL INFORMATION

Name: Kassim Modhakkir Katakweba

Date of Birth: 20 January 2003

Gender: Male

Nationality: Tanzanian

Marital Status: Single

Current Address: P.O. Box 100111, Dar es Salaam, Wazo, Mivumoni, Lagos Road

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Email: kmodhakkir@gmail.com

CAREER OBJECTIVE

A dedicated and results-driven Banking and Finance undergraduate, currently in final year at the Institute of Finance Management (IFM). I bring hands-on experience in finance, banking and accounting, strong leadership and teamwork skills, and a commitment to learning and growth within a dynamic professional environment.

EDUCATION

- Institute of Finance Management (IFM): (2022 - Present)
Bachelor of Banking and Finance, Undergraduate
Dar es salaam, Tanzania
- Alpha High School: (2020 - 2022)
Advanced Certificate of Secondary Education (ACSE)
Dar es salaam, Tanzania
- Alpha High School: (2016 - 2019)
Ordinary Certificate of Secondary Education (CSE)
Dar es salaam, Tanzania
- Atlas Pre- and Primary School:(2013 - 2015)
Dar es salaam, Tanzania
- Dar Es Salaam International School: (2009 - 2012)
Certificate of Primary Education (PSE)
Dar es salaam, Tanzania

PROFESSIONAL EXPERIENCE

1. Intern Trainee – Accounting, Tax, and Client Support

KPR Consultancy (April 2025 – Ongoing)

- Prepared tax returns and organized client files.
- Supported estimates, invoices, and financial documents.
- Assisted in preparing and reviewing financial statements for clients.
- Maintained client files and records, ensuring accuracy and confidentiality.

2. Intern Trainee – Finance & Administrative Support

Port Town Legal (PTL), Tanzania (October 2024 – March 2025)

- Assisted in preparing financial statements and tracking monthly expenses.
- Managed office expenditure documentation and supported internal finance operations.
- Conducted asset inventory and documented firm assets
- Co-drafted a proposal for PTL's youth mentorship program.
- Contributed strategic ideas aimed at strengthening the firm's market position and operations

3. Intern Trainee - Banking Operations

People's Bank of Zanzibar (PBZ), Tanzania (July - September 2024)

- Assessed customer salary records and profiles for loan eligibility.
- Assisted in loan recovery and follow-ups on overdue accounts.
- Guided customers on banking products, loan terms, and services.
- Processed chequebook requests and ensured accurate documentation.
- Assisted with ATM applications and transaction inquiries.
- Managed cash handling and ensured operational efficiency.

4. Intern Trainee - Tax Audit

Tanzania Revenue Authority, Tanzania (July - September 2023)

- Authorized tax clearance certificates and ensured taxpayer compliance.
- Analyzed VAT returns against fiscal receipts to detect discrepancies.
- Conducted tax audits, verifying purchase receipts and financial records.
- Processed tax installment payments and prepared compliance reports.
- Compiled taxpayer sales summaries and verified expense ledgers.
- Examined bank reconciliation statements to ensure accuracy.

KEY SKILLS

- Problem-Solving & Attention to Detail: Discrepancy identification.
- Leadership & Teamwork: Initiative, collaboration.
- Microsoft suit
- Communication skills
- Accounting software e.g. Zoho and Quick book

WORKSHOPS & SHORT COURSES

- Microsoft Office Suite Training (2022): Advanced Excel, Word, computing

PROFESSIONAL MEMBERSHIPS

- Alpha Aid Association
- Atlas Alumni Foundation

LANGUAGES

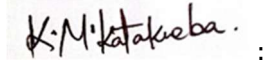
- Proficient in English and Swahili, with basic knowledge of Arabic.

REFEREES

- Mr. Shamintu Twaha,
Senior Tax management officer,
Tanzania Revenue Authority,
+255 713 923 774
Email: stwaha@tra.go.tz
- Mr. Sheikh Meral,
Assistant Branch Manager,
People's Bank of Zanzibar,
+255 672 266 000
Email: Sheikh.mirali@pbzbank.co.tz
- Mr. Karim Juma Issa,
Operations Manager,
KPR Consultancy Limited,
+255 684 474 436
Email: karim@kprconsultancy.co.tz
- Ms. Kemilembe Barongo,
Managing partner,
Port Town Legal,
+255 788 098 539
Email: kemilembe@porttownlegal.co.tz

CERTIFICATION

I, Kassim M. Katakweba, hereby certify that all information provided in this CV is accurate to the best of my knowledge and belief.

A handwritten signature in black ink, reading "K.M. Katakweba.", followed by a colon. The signature is written in a cursive style.

Kassim M. Katakweba

Date: 15 April 2025