

CURRICULUM VITAE

PERSONAL INFORMATION

Full Name:	Matrda Oscar
Sex:	Female
Nationality:	Tanzanian
Date of Birth:	23th May 1998
Postal Address:	P.o Box 70364 Dar es salaam
email:	oscarmatrda@gmail.com
Mobile No.	(+255) 628730012 (+255) 785201055

CAREER OBJECTIVE

My professional aspiration is to establish proficiency in accounting, transport finance, and communication. I am committed to playing an indispensable role within any organization through diligent work, integrity, and unwavering adherence to professional ethical standards. Leveraging my professional expertise, knowledge, and personal aptitudes, I am dedicated to delivering value that will positively impact the surrounding environment.

EDUCATION BACKGROUND

Institution	Award	Duration
National institute of transport Dar Es Salaam	Bachelor in Accounting and Transport Finance	2018 - 2021
Usongwe Secondary School Mbeya	Advanced Certificate For Secondary Education Examination (ACSEE)	2016 - 2018
Mihayo Secondary School Tabora	Certificate for Secondary Education Examination (CSEE)	2012 - 2015

WORK EXPERIENCE & TRAINING

Roles	Organization	Time	Key Task
Customer Relationship officer	Multichoice Tanzania	October 2022 - To date	<ul style="list-style-type: none"> • Providing technical and non-technical services to customers. • Maintaining and establishing the relationship between Customers and the Company. • Providing support to vendors
Intern	Muhimbili Orthopaedic Institute (MOI)	October 2020 to 2022	<ul style="list-style-type: none"> • Receiving outpatient and inpatient • Billing of various medical investigations • Registering of outpatient and inpatient • Dispatching inpatient claiming forms • Giving information and directions to patients • • Preparing profoma invoices
Trainee	Tanzania Revenue Authority Kinondoni region,	July 2020 - Sept 2020	<ul style="list-style-type: none"> ▪ Verify and record TIN for the registered and new registered business owners ▪ Off-field business assessment ▪ Perform other related duties assigned by the other senior staffs ▪ Document transfer from one division to posting or required division ▪ Making office calls for both staffs & customers ▪ Prepare withholding tax certificate and take them to TRA for stamp duty excise

Intern	Ilala municipal council	July 2019 - Sept 2019	<ul style="list-style-type: none"> • Creating invoice and providing control number • Reconciliation of revenue collection against bank statement. • Adjustments of the repeated transaction • Service levy • Auditing observation • Preparation of bank reconciliation • Preparation of payment voucher • Preparation of revenue and expenditure monthly report
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KEY SKILLS

I have acquired a diverse skill set through structured training and academic pursuits. My competencies encompass management, logistics scheduling, accounting and management principles, financial report preparation, international and corporate finance, customer service, business ethics, and electronic commerce. Furthermore, I possess expertise in the insurance market, investment analysis, capital market, as well as treasury and financial market operations.

PERSONAL SKILLS

- Self-motivated person, result-oriented, strong transparent and team work.
- Adaptive with ability to work under pressure with minimum supervision.
- High ability to acquire new skills and demonstrate learned competencies in work place.
- Strategic Thinker and Problem Solver
- Mobility, Creativity and Leadership
- Attention to detail

LANGUAGE & ICT SKILLS

Fluent in English (Written and spoken),
Fluent Swahili (Written and spoken)

Microsoft Office and Database
Internet Comfortable in the use of Internet and email

HOBBIES & INTEREST

- Playing/watching netball, Watching basketball, movie and listening music □ Social work and Volunteering.
- Networking and meeting new people
- Learning new ideas and skills, team building and motivation □ Reading Newspapers and Poster viewing.
- Reading inspiring and motivational books.

REFEREE

FLAVIAN YONATHAN UKONGOJI Office supervisor Ilala municipal council flavianyonathan1@gmail.com 0654-610102 P. O. Box 20950	Emilius kifigo <i>Back office supervisor</i> <i>Muhimbil orthopaedic institute</i> <i>P. O. BOX 540</i> <i>Dar es Salaam</i> <i>Tanzania</i> <i>Mobile: (255) 785584864</i> Email: Emiliuskifigo91@gmail.com	Daudi kitomo <i>Head of Department of business and entrepreneurship studies</i> National institute of transport <i>P.O BOX 705</i> <i>Dar es Salaam, Tanzania</i> <i>Mobile:(+255) 755844939</i> Email: davidkitomo@yahoo.com
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