

**WILLIAM BONIFACE CHACHA,  
c/o SAGAMO MWITA MATARO,  
P.O.BOX 10557,  
CELL:0652497358/0689898043,  
Email: cnyagimwa@gmail.com  
DAR ES SALAAM, TANZANIA**

**06 / MAY / 2025**

**HUMAN RESOURCES MANAGER,  
COMPRESSED NATURAL GAS ( CNG ),  
TANZANIA.**

Dear Sir/Madam,

**REF: APPLICATION FOR THE POST OF BOOKKEEPER**

Please refer to the above heading.

I am writing to apply for the post of Bookkeeper as per your advertisement . I possess Bachelor degree in Accountancy from The Institute of Accountancy Arusha (IAA) in 2016.

In November 2017 up to October 2018 I have been employed by Presidential Trust Fund (PTF) in contract basis and I have attach my Certificate of service in my CV.

Thank you. I hope my request will be accepted.

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'W. B. Chacha', with a stylized flourish at the end.

**WILLIAM B. CHACHA**

# CURRICULUM VITAE



## A: PERSONAL INFORMATION

Surname	CHACHA	Sex	MALE
Middle name	BONIFACE	Marital status	SINGLE
First name	WILLIAM	Nationality	TANZANIAN
Date of Birth	21 <sup>st</sup> May,1990		

## B: CONTACT INFORMATION

Street	MBAGALA KUU
Postal address	P.O.BOX 10557
District	TEMEKE
Region	DAR ES SALAAM
Telephone number	0652 497358 / 0689 898043
Email	<a href="mailto:cnyagimwa@gmail.com">cnyagimwa@gmail.com</a>

## C: EDUCATION INFORMATION

<u>Date in years</u>	<u>Qualification awarded</u>	<u>Name and type of organization</u> <u>providing education training</u>
2013 – 2016	Bachelor of Accountancy	Institute of Accountancy Arusha( IAA )
2011 – 2013	Diploma in Accountancy	College of Business Education ( CBE )
2009 – 2011	Advanced Certificate of Secondary Education ( ACSE )	St. Mathew's High School
2005 – 2008	Certificate of Secondar Education ( CSE )	St. Anthony's Secondary School
1998 – 2004	Primary School Certificate	Mbagala kuu Primary School

**D: WORKING EXPERIENCE**

1. PRESIDENTIAL TRUST FUND ( PTF ) at Morogoro branch working as a Credit Officer on contract basis for one year from November 01,2017 to October 30,2018
2. TSOTSI CARGO FREIGHT LTD at Dar es salaam working as a Clearing and Forwarding Officer from April 01,2023 to March 31,2025

**E: LANGUAGE PROFICIENCY**

	<u>Speaking</u>	<u>Reading</u>	<u>Writing</u>
English	Good	Excellent	Excellent
Swahili	Excellent	Excellent	Excellent

**F: COMPUTER LITERACY**

1. Microsoft word
2. Microsoft excel
3. Microsoft access
4. Internet and E-mail
5. Microsoft windows

**G: PERSONAL ATTRIBUTES**

1. Experience of three years in accounting management level on all aspects of accounting duties, administration and support services
2. I have strong interpersonal and relationship building skills
3. Ability to work under pressure and performing work with minimal supervision
4. Ability to work in a team, tolerate and patient with co-staff



**H: REFEREES**

SAGAMO M. MATARO

Laboratory Technician,

AMREF.

P.O.BOX 10557,

Telephone number : 0655 290139 / 0754 290139 / 0786 863064

Dar es salaam,Tanzania

JOSEPH S. GIMONGE

Senior Engineer,

TANROADS.

Telephone number :0768 474251

Sumbawanga,Tanzania

PETER M. MBWAMBO

Electrical Engineer,

TANESCO.

Telephone number : 0713 712507 / 0765 148953 / 0782 980166

E-mail address :[mbwanapeter@gmail.com](mailto:mbwanapeter@gmail.com)

Dodoma,Tanzania

A handwritten signature in blue ink, appearing to be 'Peter M. Mbwanapeter', located at the bottom center of the page.



## INSTITUTE OF ACCOUNTANCY ARUSHA



## NATIONAL TECHNICAL AWARDS (NTA)

*This is to certify that*

*William B. Chacha*

Reg. No. BA/0437/T.2013

*having fulfilled all requirements for NTA  
level 8 has been awarded the*

*Degree of Bachelor of  
Accountancy*

Certified as True Copy of the Original  
Eliada Basima Mukulu  
Advocate, Notary Public & Commissioner  
for Oath  
Sign: *Eliada Basima Mukulu*  
Date: 07/02/2025

*Second Class Lower*

*at a congregation held on the  
16<sup>th</sup> day of December in the year 2016*

CHAIRPERSON OF THE  
GOVERNING COUNCIL



RECTOR





# THE UNITED REPUBLIC OF TANZANIA INSTITUTE OF ACCOUNTANCY ARUSHA

P.O. Box 2798, ARUSHA, TANZANIA  
Telephone: +255 27 2501416 / 2549605 / 2549606  
Website: [www.iaa.ac.tz](http://www.iaa.ac.tz)

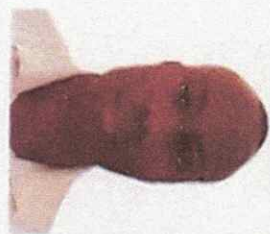
Fax: +255 27 2549421  
E-mail: [iaa@iaa.ac.tz](mailto:iaa@iaa.ac.tz)

Certified as True Copy of the Original  
Signature of the Original  
Advocate, Notary Public & Commissioner  
for Oaths



## NATIONAL TECHNICAL AWARD (NTA) ACADEMIC TRANSCRIPT

<b>AWARD HOLDER</b>	CHACHA, William B.			<b>BIRTH DATE</b>	21.05.1990	<b>SEX</b>	Male	<b>REGISTRATION NO.</b>	BA/0437/T.2013	<b>DATE OF ENTRY</b>	October, 2013
<b>PROGRAMME FOLLOWED</b>	(Accredited by the National Council for Technical Education)			<b>Degree of Bachelor of Accountancy</b>			<b>DATE OF COMPLETION</b>			December, 2016	
<b>NTA LEVEL AWARDED:</b>	NTA Level 8			<b>SPONSOR:</b>	PRIVATE						



YEAR 1				YEAR 2				YEAR 3			
SEMESTER I RESULTS				SEMESTER III RESULTS				SEMESTER I RESULTS			
1. AFU 07102 Introduction to Accounting	12	A		1. AFU 07313 Intermediate Financial Accounting	11	B+		1. AFU 08103 Public Sector Accounting	8	C	
2. AFU 07117 Introductory Micro Economics	10	B+		2. AFU 07315 Advanced Cost Accounting	15	B		2. AFU 08108 Management Accounting and Control	16	C	
3. ITU 07104 Business Computer Applications	10	B		3. AFU 07327 Corporate Finance	15	B		3. AFU 08112 International Finance	15	B	
4. GSU 07102 Business Mathematics	10	A		4. BMU 07313 Marketing Management	8	C		4. BMU 08122 Principles of Management	10	C	
5. GSU 07104 Development Studies	10	A		5. ITU 07316 Management Information Systems	10	B		5. BMU 08142 Organizational Behavior	14	C	
6. GSU 07105 Business Communication	8	B+		6. GSU 07315 Research Methodology	10	C					
SEMESTER I GPA: 4.3				SEMESTER III GPA: 2.9				SEMESTER I GPA: 2.2			
SEMESTER II RESULTS				SEMESTER IV RESULTS				SEMESTER II RESULTS			
1. AFU 07207 Financial Accounting	15	B+		1. AFU 07419 Advanced Financial Accounting	15	B		1. AFU 08205 Financial Reporting	14	C	
2. AFU 07217 Introductory Macro Economics	11	B+		2. AFU 07420 Auditing	15	C		2. AFU 08206 Auditing and Assurance Services	12	C	
3. AFU 07228 Financial Management	12	B		3. AFU 07422 Taxation and Public Finance	15	B+		3. AFU 08207 Contemporary Issues in Accounting	14	B+	
4. GSU 07233 Business Laws	10	B		4. BMU 07419 Entrepreneurship	12	B		4. AFU 08209 Advanced Public Finance and Taxation	14	A	
5. BMU 07203 Business Ethics and good Governance	12	C		5. GSU 07414 Operations Research	13	B		5. BMU 08226 Strategic Management	10	B	
6. GSU 07207 Business Statistics	10	B+		6. GSU 07411 Practical Training	20	A					
SEMESTER II GPA: 3.3				SEMESTER IV GPA: 3.4				SEMESTER II GPA: 3.2			
YEAR GPA: 3.8				YEAR GPA: 3.2				YEAR GPA: 2.7			

Key to grading for NTA Level 7 and 8	Grade	Very Good	Good	Satisfactory	Poor	Failure
A	5	70 - 100	Excellent			
B+	4	60 - 69	Very Good			
B	3	50 - 59	Good			
C	2	40 - 49	Satisfactory			
D	1	35 - 39	Poor			
F	0	0 - 34	Failure			

DIRECTOR OF UNDERGRADUATE STUDIES  
INSTITUTE OF ACCOUNTANCY ARUSHA  
P.O. BOX 2798, ARUSHA, TANZANIA  
TEL: 254 9264; FAX: 254 9421  
DIRECTOR OF UNDERGRADUATE STUDIES

Key to award classification	1st Class	2nd Class	Upper	Lower	Pass
4.4 - 5.0					
3.5 - 4.3					
2.7 - 3.4					





COLLEGE OF BUSINESS EDUCATION

UNITED REPUBLIC OF TANZANIA  
DAR ES SALAAM

(Incorporated by an Act of Parliament)

Diploma in Accountancy  
(DA)

*This is to Certify*

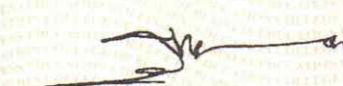
that

**WILLIAM B. CHACHA**

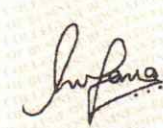
has completed the Two-Year Diploma Course of the College and has fulfilled the conditions required as to attendance and examination and is awarded for his/her performance Grade:

**LOWER SECOND**

The Governing Body hereby grants this student a  
Diploma in Accountancy

  
CHAIRMAN OF THE  
GOVERNING BODY

  
Certified as True Copy of the Original  
**Eliada Basima Mukulu**  
Advocate, Notary Public & Commissioner  
for Oaths  
Sign:   
Date: 07/12/2013

  
RECTOR

on the 30th, November 2013



DA 0009445





**COLLEGE OF BUSINESS EDUCATION**  
**DAR ES SALAAM/DODOMA/MWANZA**

**ACADEMIC TRANSCRIPT**

**COURSE: DIPLOMA IN ACCOUNTANCY**

SURNAME	FIRST NAMES		DATE OF ENTRY	OPTION
CHACHA	WILLIAM B.		OCTOBER, 2011	ACCOUNTANCY
Gender	Marital	Citizenship	Reg. No.	
MALE	SINGLE	TANZANIAN	OD.0796F/DI.2011	



EXAMINATION RESULTS		YEAR 1	YEAR 2
SUBJECT		I	II
Business Law		C	
Communication Skills		C	
Introduction to Computer Application		C	
Business Mathematics		B	
Principles of Accounting and Auditing		B	
Government Accounting		B	
Elements of Cost Accounting and Materials Management		C	
Principles of Economics and Taxation		C	
Office Practice		C	
Introduction of Entrepreneurship II		C	
Field Report		B	
Business Accounting II			
Entrepreneurship			
Business Mathematics and Statistics			
Business Communication			
Development Studies			
Cost Accounting II			
Auditing			
Office Management			
Information Communication Technology			
Financial Management			
GPA			
OVERALL G P A		2.39	2.8
FINAL GRADE		LOWER SECOND	

Registrar  
College of Business Education  
Dar es Salaam

Certified as True Copy of the Original  
Eliada Basima Mukulu  
Advocate, Notary Public & Commissioner  
for Oaths  
Sign: [Signature]  
Date: 07/02/2025

CERTIFIED AS A TRUE COPY OF THE ORIGINAL TRANSCRIPT.

P.T.O

[Signature]  
3/3/20 Registrar,  
College of Business Education  
Dar es Salaam



# The National Examinations Council of Tanzania



## Advanced Certificate of Secondary Education

This is to certify that WILLIAM B CHACHA

Index No. S1071-0873

sat for the Advanced Certificate of Secondary Education Examination

at ST. MATTHEW'S SECONDARY SCHOOL

in FEBRUARY 2011

and qualified for the award of an

ADVANCED CERTIFICATE OF SECONDARY EDUCATION

in Division FOUR

after attaining the following performance:-

Subject	Grade
GENERAL STUDIES	S (PASS)
GEOGRAPHY	F (FAIL)
ADVANCED MATHEMATICS	F (FAIL)
ECONOMICS	E (PASS)

\*\*\*\*\*

Certified as True Copy of the Original  
Enada Basima Mukulu  
Advocate, Notary Public & Commissioner  
for Oaths  
Sign: *[Signature]*  
Date: 07/02/2025

*[Signature]*

Chairperson

*[Signature]*

Executive Secretary

# The National Examinations Council of Tanzania



## Certificate of Secondary Education

This is to certify that **WILLIAM B CHACHA**

Index No. **S0534-0202**

sat for the Certificate of Secondary Education Examination

at **ST. ANTHONY'S SECONDARY SCHOOL**

in **OCTOBER 2008**

and qualified for the award of a

**CERTIFICATE OF SECONDARY EDUCATION**

in Division **TWO**

after attaining the following performance:-

Subject	Grade
CIVICS	C (PASS)
HISTORY	D (PASS)
GEOGRAPHY	C (PASS)
KISWAHILI	D (PASS)
ENGLISH LANGUAGE	C (PASS)
PHYSICS	B (PASS)
CHEMISTRY	B (PASS)
BIOLOGY	D (PASS)
BASIC MATHEMATICS	B (PASS)
ADDITIONAL MATHEMATICS	C (PASS)

\*\*\*\*\*

Certified as True Copy of the Original  
**Eliada Basima Mukulu**  
Advocate, Notary Public & Commissioner  
for Oaths  
Sign: *[Signature]*  
Date: **07/02/2025**

*[Signature]*

Chairperson

*[Signature]*

Executive Secretary



# THE UNITED REPUBLIC OF TANZANIA

## CERTIFICATE OF BIRTH

D N° 06557523

Certified as True Copy of the Original  
 Advocate, Notary Public & Commissioner  
 Eliada Basima Mkulu  
 Sign: *[Signature]*  
 Date: 07/02/2025

No. of entry	Where born	Name if any	Sex	Name and surname of father	Father's occupation and residence	Father's nationality	Name and maiden name of mother	Mother's occupation and residence	Mother's nationality	Signature, description and residence of informant	Date of birth	Date of registration	Signature of registering officer
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
3184/90	LUGALO HOSPITAL DAR ES SALAAM	WILLIAM NYAGIMWA ✓	MALE	BORNFACE CHACHA MKILA	ARMY OFFICER LUGALO DAR ES SALAAM	CITIZEN OF TANZANIA	MKAMI D/O MATARO MWITA	CLERK LUGALO DAR ES SALAAM	CITIZEN OF TANZANIA	SGD. M.M. MWITA MOTHER OF CHILD	TWENTY FIRST MAY 1990	TWENTY EIGHTH MAY 1990	SGD. V.M. KONDO

Certified under the Births and Deaths Registration Ordinance (Cap. 108 of the Laws), to be a true Copy of an entry in the register in my capacity as District Registrar for the District of KINWONONI in Tanzania.

Dated this 5<sup>TH</sup> day of NOVEMBER 19

Fee paid Shs. 5/-

District Registrar





# Presidential Trust Fund

For self Reliance  
Mfuko wa Rais wa Kujitegemea



Plot 54A, Uporoto St. P.o.box 70000, DSM, Tanzania, General line: +255 22 2760450, Email: ceo@ptf.or.tz, Website: www.ptf.or.tz

## CERTIFICATE OF SERVICE

**Name of Officer:** William Chacha

**Details of Offices held, giving dates:** Presidential Trust Fund for Self Reliance, Credit Officer from 1<sup>st</sup> November, 2017 to 31st October, 2018.

**Cause of termination of appointment:** End of contract.

**Efficiency:** Satisfactory

**General conduct:** Good

.....  
*[Signature]*

**Head of Department**

**1<sup>st</sup> November, 2018**



.....  
*[Signature]*

**Chief Executive Officer**

**1<sup>st</sup> November, 2018**