



SERIKALI YA KONYABILA
M/KITI WA KITONGOJI HAI MASHAURI YA WILAYA YA SENGEREMA

OFISI YA M/KITI WA KITONGOJI,
KITONGOJI CHA NYABILA SENTA,
KIJILI CHA NYABILA,
KATA YA IGALULA,
S.L.P 175,
SENGEREMA.

17/04/2025

HUMAN RESOURCES

MANAGER

SOTA MINING CORPORATION LTD

P.O. BOX 434, MWANZA

YAH: UTAMBULISHO WA BW/Bi. BEATRICE ANDERSON

Rejea kichwa cha habari tajwa hapo.

Namtambulisha kwako Bw/Bi. BEATRICE ANDERSON MWANGA kuwa
ni mkazi katika Kitongoji cha NYABILA CENTER kwenye Kijiji
NYABILA, Kata ya Igalula, Wilaya ya Sengerema, Mkoa wa
Mwanza.

Naomba Ofisi yako impokee kwani ni raia mwema na mchapakazi.

Wako katika k **SERIKALI YA KONYABILA**
M/KITI WA KITONGOJI
NYABILA CENTRE

M/KITI WA KITONGOJI CHA NYABILA SENTA
KIJILI CHA NYABILA

E-

mail:andersonbeatrice1998@gmail.com

ail.com, Mobile: +255 (0)

759070023, 255679070025

P.O.Box 372, Dodoma,
15th April 2025

Director Of Human Resources,
Sotta Mining Corporation Limited,
P.o.box 434,
Mwanza,
Tanzania

Dear Sir/Madam,

**Ref: APPLICATION FOR THE POSITION A SITE ADMINISTRATOR/RECEPTIONIST
VACANCY.**

With reference to the heading above i am honorably forwarding my job application at your esteemed corporation for the position of a site administrator/receptionist. I believe that my education, skillset, and experience make me suitable candidate for this position.

I am an accredited holder of Bachelor degree of Accounting and finance from Tanzania institute of accountancy, having basic knowledge in accounting, auditing, money management, financial as well as non financial matters. In achieving my career goals, I have more than 5 years of experience working as an Accountant, Financial controller and administration in multiple institutions where I performed at a high competence.

I am motivated to join your team considering my aspiration, I see myself be pushed to manage and utilize resources, moreover allowing for growth in my career goal. I also see myself reaching my full potential and helping the company attain its objectives.

I am excited and looking forward hearing from you, believing I will be of help to the team and the company. I believe with my enthusiasm, theoretical and practical knowledge I possess, will offer the best and quality service to the company. I acknowledge in advance for reviewing my credentials and am available for any further procedures at your convenience.

Yours sincerely



Beatrice Anderson Mhanga

BEATRICE ANDERSON MHANGA.



✉ andersonbeatrice1998@gmail.com
☎ +255 759 070 023/+255 679 970 025
📍 372 DODOMA.

🚀 SKILLS

•Communication skills. •Accounting skills •Strategic. •Attention to details.
•Achiever. •Problem solving.
•Organized. •Analytical decision making. •Team building.

👤 PERSONAL DETAILS

Date of Birth : 24th April 1998
Marital Status : Single.
Nationality : Tanzanian
Religion : Christian.
Gender : Female.

❤ INTERESTS

Cooking.

📖 LANGUAGES

•Read-English, kiswahili. •Write-English, Kiswahili. •Speak-English,Kiswahili.

🎯 OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

💼 EXPERIENCE

ACCOUNTANT. 15th APRIL 2022 - 15th APRIL 2025
DECCA MEDICS COMPANY.

- Preparation of payroll accounts.
- Ensuring timely input of data required for preparation of monthly financial statements.
- Managing petty cash book of an institution.
- Coding and posting journal voucher entries into the general ledger
- Bank reconciliation of receipts and transactions.
- Preparation of monthly financial reports.
- Auditing of financial records and transactions.
- Front desk activities.
- Customer care and customer services.
- Call centre activities.
- Safe keeping of institutions funds and resources.
- Preparation of payment vouchers.

BOARD ACCOUNTANT. 1st AUGUST 2021 - 31st MARCH 2022
RURAL WATER SUPPLY AND SANITATION AGENCY (RUWASA)

- Preparation of daily revenue and expenditure reports.
- Preparation of overall community summary on income and expenditure.
- Preparation of monthly revenue and expenditure reports.
- Management of board water funds.
- Distribution of water bills and collection of water monies.

🎓 EDUCATION

BACHELOR'S DEGREE OF ACCOUNTING AND FINANCE IN PUBLIC SECTOR. 2018-2021
TANZANIA INSTITUTE OF ACCOUNTANCY (MBEYA CAMPUS)
UPPER SECOND CLASS(3.7)

COMMERCIAL SUBJECTS. 2016-2018
WERUWERU SECONDARY SCHOOL.
DIV III

COMMERCIAL SUBJECTS.

MBEZI HIGH SCHOOL.

DIV II



REFERENCE

FADHILI TERRY MALAKI. - GEOLOGICAL SURVEY OF TANZANIA.

GEOLOGY TECHNICIAN.

fadhilimalaki598@gmail.com

+255783415282

FRANK BANGIMOTO. - DECCA MEDICS COMPANY LIMITED.

HUMAN RESOURCES OFFICER.

fbangimoto@gmail.com

+255784746688

IMANI MWANGKA - TANZANIA INSTITUTE OF ACCOUNTANCY.

ASSISTANT LECTURER.

Imanimwangeka@gmail.com

+255756796606

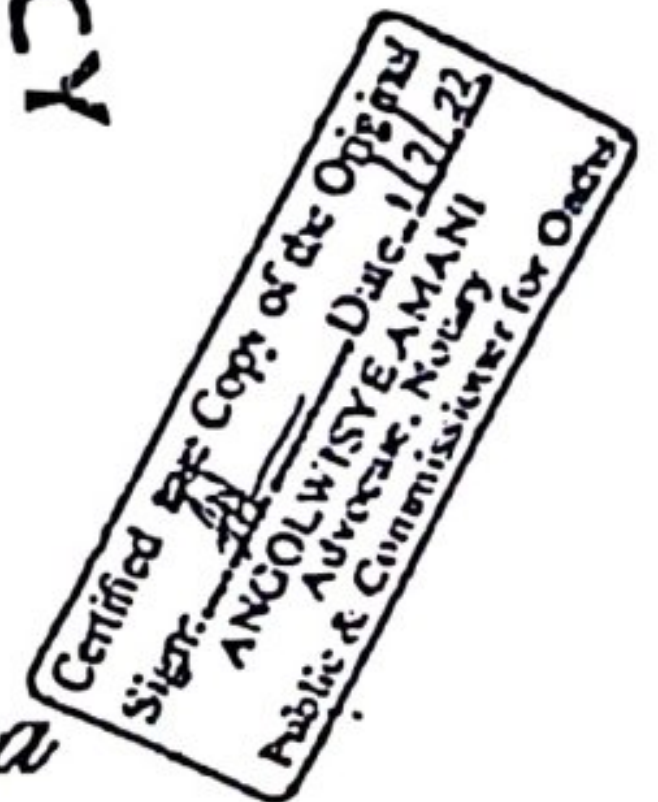
BEATRICE ANDERSON MHANGA.

THE UNITED REPUBLIC OF TANZANIA



It is hereby certified that

Beatrice Anderson Mhanga



has been awarded Bachelor Degree in

**PUBLIC SECTOR ACCOUNTING AND
FINANCE**

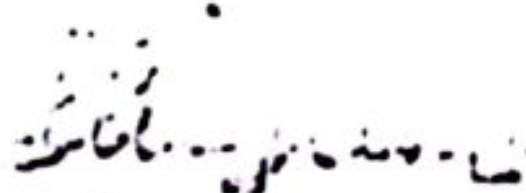
after having fulfilled all requirements for

NTA level EIGHT

Issued this 12th day of November in the year 2021.

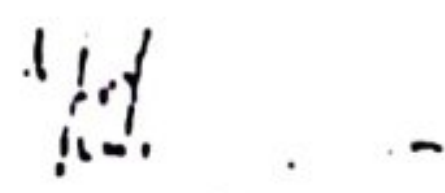
MBY/BPBAF/18/b4877

Registration Number


Registrar
Ministerial Appointments Board

UPPER SECOND

Classification


Chief Executive Officer
Tanzania Institute of Accountancy



THE UNITED REPUBLIC OF TANZANIA
TANZANIA INSTITUTE OF ACCOUNTANCY
NATIONAL TECHNICAL AWARD
ACADEMIC TRANSCRIPT



This is to certify that BEATRICE ANDERSON MHANGA whose details are specified in the table below attained the grades against respective modules shown in the table for examination results

Award Holder	Date of Birth	Sex	Registration Number	Date of Entry
BEATRICE ANDERSON MHANGA	24TH APRIL 1999	FEMALE	MBY/BPSAF/18/54877	2019/2019
Programme/Course followed	BACHELOR OF PUBLIC SECTOR ACCOUNTING AND FINANCE (Accredited by the National Council for Technical Education)			
NTA Level Award	NATIONAL TECHNICAL AWARD LEVEL 8			

Year 1: Semester I 2018/2019

CODE	MODULE NAME	GRADE	POINTS	SEM GPA
ACU07210	FINANCIAL ACCOUNTING	B	3	3.3
ACU07207	BUSINESS LAW	C	2	
ACU07209	PRINCIPLES OF ECONOMICS	B+	4	
PSU07210	PUBLIC FINANCE AND TAXATION	B+	4	
PSU07211	PUBLIC SECTOR AUDITING AND CONTROL SYSTEMS	B	3	
PSU07212	CORPORATE GOVERNANCE AND SOCIAL RESPONSIBILITY	B+	4	

Year 1: Semester II 2018/2019

CODE	MODULE NAME	GRADE	POINTS	SEM GPA
ACU07210	FINANCIAL ACCOUNTING	B+	4	4.7
ACU07207	BUSINESS LAW	A	5	
ACU07209	PRINCIPLES OF ECONOMICS	A	5	
PSU07210	PUBLIC FINANCE AND TAXATION	A	5	
PSU07211	PUBLIC SECTOR AUDITING AND CONTROL SYSTEMS	A	5	
PSU07212	CORPORATE GOVERNANCE AND SOCIAL RESPONSIBILITY	A	5	

Year 2: Semester III 2019/2020

CODE	MODULE NAME	GRADE	POINTS	SEM GPA
ACU07416	COST ACCOUNTING	B	3	3.6
ACU07417	INTERMEDIATE FINANCIAL ACCOUNTING	B	3	
ACU07419	ADVANCED TAXATION	B+	4	
ACU07422	RISK MANAGEMENT	B	3	
PLU07417	PUBLIC PROCUREMENT	A	5	
PSU07411	INTERMEDIATE PUBLIC SECTOR ACCOUNTING	B+	4	

Year 2: Semester IV 2019/2020

CODE	MODULE NAME	GRADE	POINTS	SEM GPA
ACU07416	COST ACCOUNTING	C	2	3.1
ACU07417	INTERMEDIATE FINANCIAL ACCOUNTING	B	3	
ACU07419	ADVANCED TAXATION	C	2	
ACU07422	RISK MANAGEMENT	A	5	
PLU07417	PUBLIC PROCUREMENT	B	3	
PSU07411	INTERMEDIATE PUBLIC SECTOR ACCOUNTING	B+	4	

Year 3: Semester V 2020/2021

CODE	MODULE NAME	GRADE	POINTS	SEM GPA
ACU08206	AUDITING AND ASSURANCE SERVICES	B	3	4.0
ACU08207	MANAGEMENT ACCOUNTING	B	3	
ACU08217	PROJECT IMPACT	A	5	
PSU08210	ADVANCED LOCAL GOVERNMENT ACCOUNTING & REPORTING	A	5	
PSU08209	ADVANCED PUBLIC SECTOR ACCOUNTING & REPORTING	A	5	
PSU08210	CONTEMPORARY ISSUES ON PUBLIC SECTOR ACCOUNTING	A	5	
PSU08211	PUBLIC POLICY AND PROGRAMME EVALUATION	A	5	

Year 3: Semester VI 2020/2021

CODE	MODULE NAME	GRADE	POINTS	SEM GPA
ACU08206	AUDITING AND ASSURANCE SERVICES	B+	4	3.8
ACU08207	MANAGEMENT ACCOUNTING	C	2	
ACU08217	PROJECT IMPACT	B	3	
PSU08210	ADVANCED LOCAL GOVERNMENT ACCOUNTING & REPORTING	A	5	
PSU08209	ADVANCED PUBLIC SECTOR ACCOUNTING & REPORTING	B	3	
PSU08210	CONTEMPORARY ISSUES ON PUBLIC SECTOR ACCOUNTING	A	5	
PSU08211	PUBLIC POLICY AND PROGRAMME EVALUATION	A	5	

Signature
Deputy Director Academic Research and Evaluation

Certified True Copy of the Original
Signed: ANGEL WISYE AMANKALLI
Advocate, Ntaya
Chairman & Commissioner for Quality

CLASS OF AWARD: UPPER SECOND

12/11/2021
Date Issued



Advanced Certificate of Secondary Education

This is to certify that BEATRICE ANDERSON MHANGA

Index No. S0221-0506

sat for the Advanced Certificate of Secondary Education Examination

at VERUWERU SECONDARY SCHOOL

in MAY 2018 and qualified for the award of an

ADVANCED CERTIFICATE OF SECONDARY EDUCATION

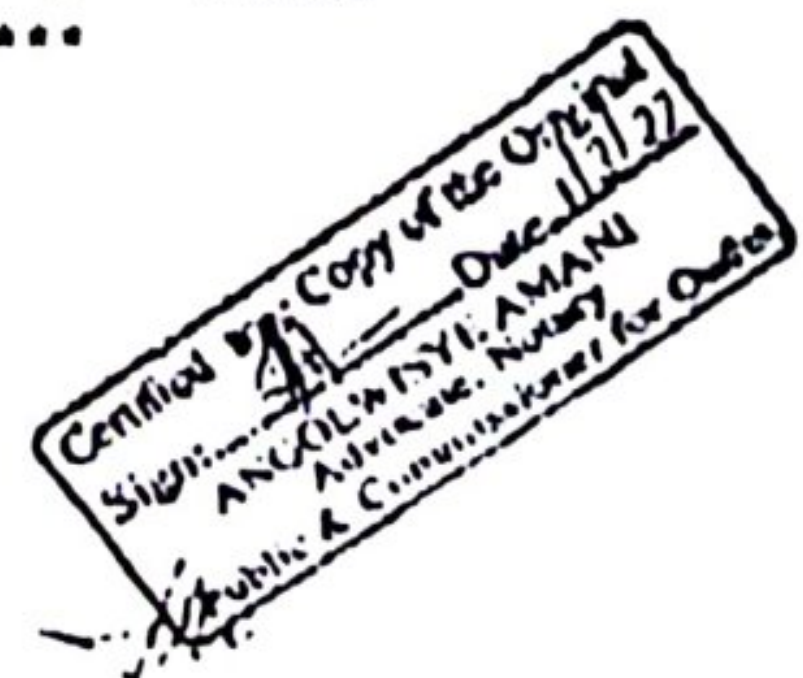
in Division THREE

after attaining the following performance:-

Subject	Grade
GENERAL STUDIES	E (PASS)
BASIC APPLIED MATHEMATICS	F (FAIL)
ECONOMICS	E (PASS)
COMMERCE	C (PASS)
ACCOUNTANCY	E (PASS)

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Chairperson



Executive Secretary

NC 518 000040502



Certificate of Secondary Education

This is to certify that BEATRICE ANDERSON MHANGA

Index No. S1278-0013

sat for the Certificate of Secondary Education Examination

at MBEZI SECONDARY SCHOOL

in NOVEMBER 2015

and qualified for the award of

CERTIFICATE OF SECONDARY EDUCATION

in DIVISION TWO

after attaining the following performance:-

Subject	Grade
CIVICS	C (PASS)
HISTORY	C (PASS)
GEOGRAPHY	C (PASS)
KISWAHILI	C (PASS)
ENGLISH LANGUAGE	A (PASS)
BIOLOGY	C (PASS)
BASIC MATHEMATICS	D (PASS)
COMMERCE	C (PASS)
BOOK-KEEPING	C (PASS)
.....	



[Signature]
Chairperson

[Signature]
Executive Secretary



CS15 10000000

Note: This Certificate is not proof of Citizenship

Certified under the Births and Deaths Registration Act (Cap 104 R.E. 2002) to be true copy of entries in the Registrar's Office

1003571346	AT HOME MAKUMBUSHO KINONDONI, DAR ES SALAAM						
BEATRICE							
FEMALE							
ANDERSON MWALIMU MHANGA							
TANZANIA							
SCOLASTICA WINSTON NYAGAWA							
TANZANIA							
24th APRIL 1998							
21st SEPTEMBER 2017							

THE UNITED REPUBLIC OF TANZANIA
CERTIFICATE OF BIRTH

Certified true Copy of the Original
Signed: _____ Date: 11/3/22
ANGUS WISYI AMANI
Assistant Registrar
Public & Communities for Quality

COMMUNITY READING ASSOCIATION (CORA)

CERTIFICATE OF TRAINING

This is to certify that;

BEATRICE ANDERSON MHANGA

Has successfully attended a course in
POSITIVE PERSPECTIVE

WHICH COVERED: POSITIVE SELF ESTEEM, INTELLIGENCE, GOAL FOCUS
TEAM WORK, AGGRESSIVENESS AND SELF DISCIPLINE

**ORGANISED BY: CORA IN CONJUNCTION WITH
WERUWERU GIRL'S HIGH SCHOOL**



HELD ON

..... JULY TWO THOUSAND AND SEVENTEEN.....

TRAINING OFFICER

SUPP

TERIA NOKWINDU



TANZANIA REVENUE AUTHORITY

ISO 9001:2008 Certified

Certificate of Awards

This Certificate is Awarded to

BEATRICE ANDERSON MFIANGA

.....

in recognition of the participation as a member of

..... KIBERA SECONDARY SCHOOL *Tax Club For the Year 2016/2017*

Signature

Director Taxpayer Services and Education

JESHI LA KUJENGA TAIFA



Na. 080999

TANZANIA

Hati ya Ujenzi wa Taifa Mujibu wa Sheria

Hii ni kuthibitisha kwamba

Namba.....AKG 6145.....Cheo.....SG.....

Jina kamiliBEATRICE ANDERSON MHANGA.....

kutoka Wilaya ya.....KINONDONI.....Mkoa wa.....DAR ES SALAAM.....

amelitumikia Taifa katika Jeshi la Kujenga Taifa

Operesheni.....MERERANI.....

kuanzia tarehe.....25 JUN 18.....hadi tarehe.....24 SEP 18.....Akiwa

katika kikosi cha.....832 KJ.....Amefanya Mafunzo ya awali

ya Ulinzi na Usalama pamoja na Mafunzo ya awali kuhusu

UZALISHAJI MALI

Uhodari wa Kazi Daraja....."C".....Tabia Daraja "C".....

Tarehe10 SEP 18.....

Mukao Mkuu