

# Curriculum Vitae

## CLEOFAS G. SALVATORY

Mabibo, Dar es Salaam, Tanzania

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### Professional Summary

A dedicated and detail-oriented accounting and finance professional with experience in financial auditing, bank reconciliation, and government payment systems. Proficient in QuickBooks, Tally, and advanced Microsoft Excel functions. Adept at analyzing financial data, verifying transactions, and ensuring compliance with government financial procedures. A proactive team player with strong problem-solving skills and the ability to work effectively in dynamic environments.

### Education

- Bachelors Degree in Accounting and Transport Finance (2021 - 2024) - National Institute of Transport (NIT)
- Advanced Level Secondary Education (2019 - 2021) - Iwawa High School
- Ordinary Level Secondary Education (2015 - 2018) - Lukundo Secondary School
- Primary Education (2008 - 2014) - Changombe Primary School

### Skills & Competencies

- Financial Management: Budgeting, forecasting, auditing, and financial reporting
- Accounting Software: QuickBooks, Tally, MUSE (Mfumo wa Ulipaji Serikalini), LGRCIS, GEPG, MMTE
- Analytical Skills: Problem-solving, decision-making, and financial assessment
- Technical Proficiency: Microsoft Excel (Pivot Tables, VLOOKUP), Word, PowerPoint, Outlook
- Soft Skills: Communication, teamwork, time management, adaptability

### Work Experience

Accountant Officer (July 2023 - October 2023) - Temesa HQ, Dodoma

- Conducted financial audits and bank reconciliations.
- Processed payments through MUSE (Mfumo wa Ulipaji Serikalini).
- Verified control numbers via GEPG (Government Electronic Payment Gateway).
- Managed tender payments and document verification through MMTE (Mfumo wa Madeni Temesa).

Finance Officer (July 2022 - September 2022) - Dodoma City Council, Dodoma

- Issued control numbers via LGRCIS (Local Government Revenue Information System).
- Verified bank receipts and plot ownership documents.
- Conducted financial auditing and compliance checks.

## **Trainings & Certifications**

- Certificate in QuickBooks System Training National Institute of Transport
- Tally & QuickBooks Training Practical experience in accounting software

## **Languages**

- Swahili: Fluent
- English: Fluent

## **Hobbies & Interests**

- Swimming, sports, social interaction, and music

## **References**

Mrs. Francisca Gasper Shayo  
Sales Merchandiser, Interchick Co Ltd  
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Mr. Sixbeth Nzavike  
Procurement Officer, Architects & Quantity Surveyors Registration Board  
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Mr. Hansi Goodluck Lyimo  
Principal Accountant, Temesa HQ  
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