

## CURRICULUM VITAE

**FULL NAME: MESHACK SALEHE MVAMBA**

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My objectives:-

To look for a challenging career that will make fully utilization of my qualification and experiences that will benefit me, Nation, Organization and its Clients.

### **PERSONAL INFORMATION**

Date of Birth: 06<sup>th</sup>January 1992

Place of Birth: kahama

Gender: Male

Nationality: Tanzanian

Tribe: pare

Religion: Christian

Marital Status: Single

Language: English & Swahili

### **COMMUNICATION SKILLS**

- ☐ Writing good and well both Kiswahili and English
- ☐ Speaking well both Kiswahili and English

### **EDUCATION PROFILE**

YEAR	INSTITUTION	AWARD
2016- 2019	Institute of Accountancy Arusha IAA	Bachelor Degree in Economics and Finance (BEF)
2014-2016	Local Government Training Institute- Hombolo, Dodoma – LGTI	Ordinary Diploma In Local Government Accounting and Finance (DLF)
2013-2014	Local Government Training Institute- Hombolo, Dodoma- LGTI	Certificate in Local Government Accounting and Finance (CLF)
2009-2012	FPCT-Umoja secondary school	Certificate of Secondary School Education (CSSE)
2001-2007	Tinde “B” Primary School	Certificate of Primary Education Examination

## PROFESSIONAL QUALIFICATION

- Accountant;
- Financial Economist;
- Planner and financial analyst;
- CPA on progress

## MEMBERSHIP

- TAX CLUB Institute of Accountancy Arusha (IAA)(2016-2019).
- Local government institute student's organization (LOGISO) of local government training institute (LGTI) as a general secretary ministry of health.

## WORKING EXPERIENCES

### **From June, 2013 to September, 2013;**

Worked with Kondoa Urban water supply and sanitation authority (KUWASSA) as an assistant accountant during my field practical training

Duties performed:

- Preparing financial documents such as (invoices, bills, and accounts payable and receivable), Completing purchase orders, managing payroll, completing financial reports on a regular basis and providing information to the finance team, completing bank reconciliations, entering financial information into appropriate software programs, Verifying balances in account books and rectifying discrepancies.

Experience gained: Manage cooperation with other improving management skill, Communication skill as well as good time management.

### **June, 2015 to September, 2015;**

Worked with Kondoa Urban water supply and sanitation authority (KUWASSA) as an assistant accountant during my second field practical training when undergoing for diploma

Duties performed:

- Assisting the finance department and senior accounting staff members with various tasks, including (preparing budgets, records, and statements), Posting daily receipts, reporting on debtors and creditors, Handling accruals and prepayments, managing monthly budgeting tasks, encoding accounting entries for data processing, sorting financial documents and posting them to the proper accounts,

### **July, 2017 to October, 2017; and from 23<sup>rd</sup> July, 2018 to 14<sup>th</sup> September, 2018**

Worked as an assistance tax officer at Tanzania revenue authority (TRA) under a supervision from the Tax officer - Kondoa district. During my field time.

**(ALSO, I VOLUNTEARED AFTER FINISHING MY STUDIES FROM JULY 2019 UP TO SEPTEMBER 2020 (INTERNSHIP))**

Duties performed:

To issue correct tax assessment in accordance with tax laws, To collect taxes according to the existing tax laws, regulations and procedures, To educate taxpayers and other stakeholders on their rights and obligations.

## **September 2020 up to date**

Working with DCMC- Dodoma Christian medical center as an assistant accountant

Duties performing

1. To maintain accounting records and filling them in an appropriate manner.
2. To record and post all approved financial transactions into the accounting system
3. To prepare and follow up tax exemption processes for the organization
4. To assist in budgeting preparation process for the program and assist out in preparation of monthly and quarterly expenditure reports
5. To ensure that all payment requisitions are complete with all the necessary support documentation such as pro-forma invoices/bids, local purchase order, selection minutes, delivery notes, tax invoices, etc. before making payment. Also, ensuring that all payments are properly coded and cancelled by PAID stamp.
6. To perform any other task as may be assigned by the Supervisor

## **COMPUTER QUALIFICATION**

- ☐ Ability to effectively use of standard office software such as MS Office (Word, Outlook, Excel, Power point) Internet, plus data analysis software such as SPSS, SAP, STATA.

## **PERSONAL ATTRIBUTES**

- ☐ Hard Working, Innovative, Ambitious and Flexible
- ☐ Team Worker and open to change
- ☐ Strong sense of responsibility and commitment
- ☐ Excellent inter-personal communication skills
- ☐ Well-disciplined all rounded person with the right attitude

## **COMPETENCES**

- ☐ Strong command of both oral and written English and Swahili
- ☐ Strong organizational skills including time management; dynamic organization, independent in a flexible manner;
- ☐ Good documentation
- ☐ Policy maker
- ☐ Good decision maker
- ☐ Analyzing of data
- ☐ Developing of check list for supervision conducted.

## **INTERESTS AND HOBBIES**

- ☐ Interested in reading books and novels
- ☐ Playing Volleyball and Watching football
- ☐ Listening music and playing computer games

## SKILLS

- Ability to speak the language of the business and understanding the business requirements
- Deep understanding of business operations and related requirements, ability to speak the language of business and develop effective, efficient and win win solution.
- Understanding the financial and commercial risks and opportunities relation to property
- Detailed knowledge of operational and financial risks and related policies

## REFEREES

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## 8.0 DECLARATION/VERIFICATION

I MESHACK S MVAMBA hereby certify that to the best of my knowledge and belief, these documents correctly and currently describe my Qualification, Experience and Ability.

Signature

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