



# FRANK MUJUNI MWINYI

- Dar Es Salaam TANZANIA
- 0748118780
- mwinyifrank832@gmail.com

## PERSONAL INFORMATION

- **Date of Birth:** 06/16/2000
- **Gender:** MALE
- **Nationality:** TANZANIA
- **Marital Status:** SINGLE

## SKILLS

- TAX AUDITING AND ADVISORY SKILLS
- TAX EXAMINING AND CONSULTANCY
- ACCOUNTING
- LOAN APPRAISAL AND MANAGEMENT SKILLS
- CREDIT ANALYSIS
- FINANCIAL STATEMENT REVIEW
- RISK ANALYSIS
- DOCUMENT EVALUATIONS
- BANKING OPERATIONS
- COMPLIANCE REVIEWS
- SALES SUPPORT

## EXPERIENCE

- CREDIT RELATIONSHIP OFFICER,(01/12/2023 - 30/10/2024)**  
**VICTORIA FINANCE PLC, DAR ES SALAAM, TANZANIA**
- Delivered presentations to key decision makers and offered financial recommendations.
  - Collaborated with managers to identify and develop new markets according to strategic plan, analyzing potential opportunities, and challenges.
  - Determined credit approval based on financial standing, credit records and payment history.
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- CREDIT OFFICER, (01/01/2022 - 30/11/2023)**  
**ENTERPRISE FINANCE LIMITED, DAR ES SALAAM, TANZANIA**
- Evaluating credit worthiness by processing loan applications and documentation within specified limits.
  - Interviewing applicants to determine financial eligibility and feasibility of granting loans, Complete loan contracts and counsel clients on policies and restrictions
  - Go the "extra mile" to build trust relationships, customer loyalty and satisfaction,
  - Operate in compliance with laws and regulations and adhere to lending compliance

guidelines

- Loan recovery.
- Examined collateral to establish market value and assessed repayment capacity using secondary revenue sources before loan approval.
- Submitted delinquent accounts to collections department or outside resources.
- Determined credit approval based on financial standing, credit records and payment history.

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**LOAN OFFICER, 10/2021 - 01/2022**

**PLATINUM CREDIT LIMITED, DAR ES SALAAM, TANZANIA**

- Recruiting new customers through conducting field activities and providing awareness about the company
- Assessment of loan application and provide recommendations to the credit committee for approval
- Following up the repayment of loans by clients and excising delinquency measures where necessary.

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**TANZANIA REVENUE AUTHORITY (TRA), KARAGWE DISTRICT**

- Practical Training at Tanzania Revenue Authority (TRA) Karagwe
- Activities performed: Preparing notification letters, Vouching of taxpayer's receipts, Using the ITAX system feeding taxpayer information, Registration of new taxpayer and issuing of TIN certificate, Conducting physical and compliance surveillance surveys, Gathering information for new taxpayer's registration.

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**JESHI LA KUJENGA TAIFA (JKT MUJIBU WA SHERIA)**

- Completion of Training National Service at Mgambo JKT (835 KJ).

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**EDUCATION AND TRAINING**

**INSTITUTE OF FINANCE MANAGEMENT, DAR ES SALAAM, (28/11/2021)**

**Bachelor of Science: Taxation**

Bachelor degree in taxation

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**OLD MOSHI HIGH SCHOOL, MOSHI, (05/2018)**

**High School(PCM)**

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**PEACE SECONDARY SCHOOL, KAGERA, (28/11/2015)**

**Secondary Education**

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**OTHER PERSONAL SKILLS**

- Good in Communication skills
- Effectively Leadership Skills
- Ability to work in team work
- Adaptive and Flexibility
- Documentation and Report writing
- High ability to work under pressure and punctuality
- High computer and digital promotion skills

<b>LANGUAGE</b>	ENGLISH, SWAHILI
<b>CONTACT PHONE</b>	+255748118780 / 0775405098
<b>LANGUAGES AND DEGREE OF PROFICIENCY</b>	<ul style="list-style-type: none"> <li>• English (Fluent)</li> <li>• Swahili (Fluent)</li> </ul>
<b>PROFESSION SUMMARY</b>	I have practical training on tax issues, laws, and policies and accounting skills, with exceptional attention to details, capable to work well independently and as a member of professional accounting, taxation and financing team.
<b>REFERENCES</b>	<ul style="list-style-type: none"> <li>• <b>MR. DAVID MAKWABE,</b> ASSISTANT REGIONAL MANAGER, TANZANIA REVENUE AUTHORITY, makwabedavid@gmail.com, Tell; +255754092297</li> <li>• <b>MENCHIDIA PASCHAL RWABUNYWENGE,</b> SENIOR LECTURE, INSTITUTE OF FINANCE MANAGEMENT, menchidia.rwabunywenge@ifm.ac.tz, Tell; +255719962964</li> <li>• <b>MR. GEORGE RUTAMBUKA;</b> MARKETING MANAGER, ENTERPRISE FINANCE LIMITED, SINZA, DAR ES SALAAM, grutambuka@efl.co.tz, Tell; +255756869223</li> </ul>