**TIMOTHY HOSEA CHAHOLA**

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## CAREER OBJECTIVE

A dedicated and multi-skilled Accounting and Administration professional with strong experience in financial reporting, secretarial support, and logistical roles. Possess excellent leadership abilities with proven capacity to supervise teams and manage responsibilities efficiently. Keen to contribute to organizational growth by applying strong analytical, organizational, and interpersonal skills. Reliable, self-driven, and committed to delivering excellence while embracing continuous professional development.

## PERSONAL INFORMATION

Date of Birth: 25th September 1998

Place of Birth: Kinondoni, Dar es Salaam, Tanzania

Nationality: Tanzanian

Gender: Male

Marital Status: Single

## EDUCATION BACKGROUND

* Ordinary Diploma in Accounting and Transport Finance  
  National Institute of Transport (NIT), 2016 – 2019
* Certificate of Secondary Education  
  Twiga Secondary School, Completed 2015
* Primary Education  
  Nyakasangwe Primary School, Completed 2011

## WORK EXPERIENCE

* Accountant, Secretary & Driver  
  CW Kisaro Pre and Primary School, Dar es Salaam  
  2023 – Present

- Managing daily financial records and reports

- Preparing budgets and expense tracking

- Handling front office secretarial duties

- Transporting staff and students safely

* Accountant, Secretary & Driver  
  Sumax International School  
  2019 – 2023

- Maintained accurate accounting records and invoices

- Performed administrative duties and coordinated logistics

- Provided reliable driving services to the school

* Assistant Accountant (Internship)  
  MGen Insurance Co. Ltd, Arusha Branch  
  2019

- Assisted in preparing financial documents and reports

- Supported daily accounting tasks and client processing

## KEY ACHIEVEMENTS

• Reduced delays in school fee collection by 30% through consistent follow-up and reporting.

• Introduced an improved record-keeping system that enhanced access and accuracy of administrative data.

## KEY SKILLS

• Leadership and Team Supervision

• Accounting and Bookkeeping

• Secretarial and Administrative Support

• Vehicle Operation and Logistics

• Time Management and Multitasking

• Communication and Customer Service

• Adaptability and Fast Learning

## PROFESSIONAL ATTRIBUTES

• Trustworthy in handling confidential information

• Self-motivated and committed to results

• Highly organized with strong attention to detail

• Disciplined and dependable under pressure

• Excellent interpersonal and communication skills

## COMPUTER LITERACY

• Microsoft Office (Word, Excel, PowerPoint)

• Windows Operating System and basic troubleshooting

• Proficient in social media and online platforms

• Fast at learning new software applications

## LANGUAGES

• Kiswahili – Fluent

• English – Intermediate

## HOBBIES

• Reading business and inspirational books

• Organizing documents and files

• Exploring financial technology innovations

• Learning new skills online

## ADDITIONAL TALENTS & PERSONAL GROWTH

• Able to play the keyboard and currently learning to play the guitar

• Possess instructional and teaching abilities

• Highly adaptable and open to new skills beyond core responsibilities

## REFEREES

Madam Ester Nduminsary Nkin  
Head Teacher, CW Kisaro Pre and Primary School  
Phone: +255 765 041 596

Mr Ben Bazile Mtobwa  
Director, Sumax International School  
Phone: +255 713 778 803