

NANCYKIGOLA

Motivated and detail-oriented individual with a educational background in taxation. Eager to apply academic knoweledge ande experience of tax laws, compliance and financial analysis to support your organization management operations.

PERSONAL INFORMATION

Gender: Female

Age: 26

Address: Mbezi, DSM

Nationality: Tanzanian

Mobile phone: 0745000601

Languages: Swahili & English

ACADEMIC BACKGROUND

2019-2022 University Education

Bachelor of Science in Taxation at Institute of Finance Management

2017- 2019 Advanced Education

Advance Secondary Education (ACSEE) at Nganza highschool

2012-2016 Ordinary Education

Ordinary Secondary Education (CSEE) at Bethel Sabs Secondary girls secondary school

AWARDS

Certificate of Bachelor of Science in Taxation 2022

Certificate of Advanced Secondary Education 2019

Certificate of Ordinary Secondary Education 2016

SKILLS

Tax Knowledge: Proficient in compliance requirements and tax planning strategies

Regulatory knowledge: Up to date changes in tax laws

Communication skills: Excellent written and verbal communication skills for preparing reports

Computerskills: Microsoftword & excel

PROFESSIONAL WORKING EXPERIENCES

Research Assistant as data collector at Geopoll Research company: April 2023 to December 2024

Duties performing

- Gathering and collecting data by conducting surveys, field observation to collect data directly from participants
- Ensuring data quality; Verifying the accuracy, completeness and consistency of data during collection process
- Organizing and recording data; Entering data into appropriate system such as data management software
- Maintaining ethical standards; Ensuring all data collecting process comply with ethical standards

HYAFA Coaching and training short course: August 2023-October 2023

Duties performed

Accounting

- Analyzing source documents in accounting such as vouchers, invoices, bank statements and receipts which help in monitoring business progress and in preparing financial statements
- Processing and preparing documents, charts of accounts by using major types such as assets accounts, liability accounts, equity accounts, revenue and expenditure accounts
- Installation of tally and how to prepare company in tally
- Payroll preparation

Taxation

- How to file; Skill development levies (SDL), withholding tax and pay as you earn (PAYE)

Auditing

- How to conduct a formal investigation of financial information to ensure organization's compliance to certain requirements by using auditing phases, auditing evidence and auditing program

Tax-auditing project: 16th May 2022–20th May 2022

Conducted school project (IFM Dar es Salaam) Tax- Auditing project to various taxpayers on voluntary compliance, the use of Electronic Fiscal device (EFD), E-filing procedures under the approval of Kigamboni tax office center (TRA)

Duties performed

- Talking to taxpayers and educating them on how to use the E-filing system
- Educating taxpayers about voluntary paying their taxes
- Educating new taxpayers about Taxpayer Identification Number (TIN)
- Helping and teaching taxpayers how to use EFD machines properly for those who did not know how to use

Field practical training as Assistant Accountant: 9th August 2021-15th October 2021

Two months field practical training at Morogoro Municipal Council on Revenue

Duties performed

- Ledger recording

- Calculating skill development levy (SDL) of hotels
- Printing control numbers to various taxpayers
- Distributing invoices to various taxpayers
- Issuing receipts for taxpayers

REFERENCES

Pascal Innocent: Quality Controller at Nielsen Company

Daes Salaam, Tanzania Pascal.innocent2018@gmail.com

0652310062

Mashingo Ntiro: Lecture at Mwalimu Nyerere Academy University

Dar es Salaam, Tanzania

nshumb@gmail.com

0754510835

Ushindi Mwakipesile: Accountant at Morogoro Municipal city

Morogoro, Tanzania

Ushindmwak5042@gmail.com

0786664579