

## CAREEN VENANCE NDONO

Mbagala, Dar es Salaam

**Mobile Number:** +255615742268 **DOB:** 06.12.2002

**Nationality:** Tanzanian. **Email address;** [careenprotas@gmail.com](mailto:careenprotas@gmail.com)

**Sex:** Female. **Marital status:** single

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### PROFESSIONAL PROFILE

I am motivated, adaptable, responsible, open minded, hardworking and young visionary leader who always strives to achieve highest standards in terms of quality and value to any task. I am able to work with integrity and willing to converse in a polite and courteous manner.

### CAREER OBJECTIVE

Greatly interested in challenging career with a leading corporate of hi-tech environment with committed people which will help me to explore myself and further enable me to use my education experience in accountancy to fully assist the organization in reaching its pinnacle of success.

### EDUCATION AND QUALIFICATIONS

<b>Institute of Accountancy Arusha (Dar es Salaam-Campus)</b> Ordinary Diploma in Accountancy (ODA)	<b>2022-2024</b>
<b>Institute of Accountancy Arusha (Dar es Salaam-Campus)</b> Basic Technician Certificate in Accountancy (BTCA)	<b>2021-2022</b>
<b>Westgate girls Secondary school (Dar es Salaam)</b> Ordinary Secondary Education	<b>2016-2019</b>
<b>Olympio Primary School (Dar es salaam)</b> Primary Level	<b>2009-2015</b>

### PROFESSIONAL EXPERIENCE

**Accountant at kindononi municipal council , Dar es salaam during Field Practical Training from July 2023 to October 2023**

- Daily Receipt Recording
- Monthly Bank Reconciliation
- Issue and posting for Debit Note and Credit Note

- Recording for Up-country petty expenses
- Recording for M-Pesa transferred amounts
- Preparation of monthly Financial Report

### **OTHER EXPERIENCES**

**Cashier At HDM SUPERMARKET from December 2019 to September 2021**

### **KEY SKILLS AND COMPETENCIES**

#### **Language Proficiency**

English & Swahili both well written and spoken

#### **Computer Literacy.**

Proficient in using Ms word, Ms Excel, MS PowerPoint and computer training programs for accounting packages.

#### **Communication, Problem solving & Team working**

Better communication skills, problem solving and better in team working.

### **REFEREES**

Mr. George kairuki

Principal

Westgate high school

Mobile: +255 745 364 163

#### **Educational consultants**

Mr. Amiri kimiti

Certified public accountant

Mobile: +255 713 168 944

Institute of Accountancy Arusha-Dar  
campus.