

CONTACT

CATHERINE JOHN ELIAS

P.O.BOX 9302
DAR ES SALAAM
+255628408101
eliascatherine37@gmail.com



OBJECTIVE

An enthusiastic graduate with highly motivated, hardworking and leadership skills, holding a Bachelor Degree in Accountancy. Eager to learn new things.

PERSONAL DETAILS

- Date of Birth : 14/06/1999
- Marital Status : Single
- Nationality : Tanzanian
- Gender : Female
- Place : Vikunai, Dar es salaam

LANGUAGES

- Swahili
- English

EDUCATION

2022	<ul style="list-style-type: none">• Tanzania Institute of Accountancy BACHELOR DEGREE IN ACCOUNTANCY 3.7/5
2019	<ul style="list-style-type: none">• Pawaga secondary school ADVANCED CERTIFICATE OF SECONDARY SCHOOL Division II
2016	<ul style="list-style-type: none">• Keko secondary school CERTIFICATE OF SECONDARY SCHOOL Division II
2012	<ul style="list-style-type: none">• Taifa primary school PRIMARY EDUCATION Pass

EXPERIENCE

Aug2023 - Sept2024	<ul style="list-style-type: none">• Pump attendant DAVIDA OIL Activities<ul style="list-style-type: none">- Customer service- Processing payments- Handling cash transactions- Marketing
Nov2021 - July 2023	<ul style="list-style-type: none">• Sales agent NEOLIFE COMPANY Activities<ul style="list-style-type: none">- Generating leads- Maintaining client's records- Negotiations- Making sales- Handling sales

Aug 2021 - Oct
2021

- **Practical training (Account and trade department)**
ILEJE DISTRICT COUNCIL
Activities
 - Revenue collection
 - Financial transaction management
 - Preparation of detailed financial reports; including weekly and monthly BRN reports
 - Reconciliation
 - Budget preparation for various departments
 - Auditing
 - Vouching
 - Preparation of bills and issuing of receipts

SKILLS

- Accountings skills
- Account reconciliation
- Account payable
- Accurate money handling
- Communication
- Customer service
- Teamwork
- Leadership
- Adaptability
- Quick learner
- Microsoft (Word, Excel and PowerPoint)

TRAINING AND WORKSHOP

- **ACCOUNTING PACKAGE**
(QuickBooks, Tally Erp9, Advanced Excel) and E-FILLING SYSTEM OF RETURN – Employment taxes PAYE , SDL, SETPROI and Upgraded New VAT filling of Return on E-FILLING SYSTEM OF RETURN)
Duration _ 18th June - 25th June
Place _TIA(Tanzania Institute of Accountancy)
Training Institution _SUYOO VIJANA RESOLUTION GROUP

MEMBERSHIP AND AWARDS

- -A Member of Takukuru Club (PCCB Club) from 2019 – 2022
- -A member of Pentecostal student association during my A level studies from July 2017 – May 2019

Other Awards

- Academic prefect Leadership award in 2019(school level)
- Evangelical Department Leadership Award 2018

REFERENCE

- **Simon Zabron Msemwa - Ileje district council**
Accountant
zabronsimon044@gmail.com
+255766864848
- **Florian Kyaruzi - Pawaga secondary school**
Teacher
floriankyaruz@gmail.com
+255764508555
- **Paulo Thomas - Davida oil**
Supervisor
paulothomas@gmail.com/+255620594951