

FLAVIUS KAJUNA CV

A. PERSONAL DETAILS & CONTACTS

Surname: Kajuna
Other names: Flavius Fredrick
Date of Birth: 30th March,1995
Sex: Male
Nationality: Tanzanian
Marital Status: Single
Phone no: +255 743153902
E-mail: flaviuskajuna75@gmail.com
Profession: Business & Tax management

B. CAREER OBJECTIVES

- ❖ Result focused team player and handworker with ‘can-do’ attitude.
- ❖ Committed to challenge and develop my career in business and tax management basically in restaurants and supermarkets.

C. EDUCATION BACKGROUND

PERIOD	SCHOOL/COLLEGE	AWARD	PLACE
2020 - 2023	Institute of tax Administration	Bachelor of tax management	Dar es salaam
2023	New good driving school	Certificate of driving school manual and automatic cars	Dar es salaam
2018 - 2020	Matai high school	Advanced certificate of secondary Education Examination (ACSEE)	Rukwa
2014 - 2017	Santa kagwa secondary	Certificate of Secondary Education Examination (CSEE)	Rukwa
2007-2013	Chemchemi primary	Certificate of primary Education	Rukwa

D. PROFESSIONAL EXPERIENCES

2. MAY 2023 UP TO MAY 2025

Working with: SAKINA FITNESS CENTER

Position: GYM MANAGER

Location : Arusha

Responsibilities:

- Hiring, training, scheduling, and managing all staff members, including fitness instructors and front desk personnel.
- Ensuring the gym is clean, well-maintained, and equipped with up-to-date and safe equipment.
- Providing excellent customer service, addressing member inquiries and complaints, and promoting a positive member experience.
- Overseeing budgets, managing expenses, and tracking revenue to ensure profitability.
- Developing and implementing strategies to attract new members and retain existing ones.
- Implementing and managing fitness programs, group classes, and special events.
- Ensuring adherence to all health and safety regulations and company policies.
- Analyzing data to identify trends, track performance, and make informed decisions to improve gym operations.
- Tracking cash receipts and disbursements, ensuring sufficient funds are available to cover expenses.
- Monitoring stock levels, tracking inventory costs, and ensuring efficient inventory management.
- Ensuring the gym complies with all relevant tax regulations, including income tax, sales tax, and payroll tax.
- Creating budgets and financial forecasts to plan for future financial performance.
- Analyzing financial data to identify trends, variances, and areas for improvement.
- Developing and implementing strategies for cost savings initiatives.
- Analyze and plan gym profits at the maximum level
- Developing business plans (annually, quarterly and monthly) for review
- Quickly respond to customer queries and complaints
- Coordinate the operation of the restaurant ensuring that the kitchen, bar and waiting staff are working as a team
- Keeping record and update all customers' data, evaluate and investigate which food staffs and service they prefer
- Recruiting, training, managing and motivating staffs with strong focus on delivering excellent customer service
- Organizing marketing activities such as promotional events and discount schemes
- Preparing daily report concerning the performance of the restaurant, all expenses, cost control and sales

1. JULY 2021 UP TO OCTOBER 2021

Working with: TANZANIA REVENUE AUTHORITY

Position: *Tax management officer (field study)*

Responsibilities:

- Preparing tax return
- Providing different assessment to tax payers.
- Keeping all tax payers record for further uses
- Making follow up on the EFD receipts implementation
- Assisting the office to meet their targets
- Educating the tax payers on the benefits of paying taxes

E. SKILLS

- ❖ Computer skills (Microsoft Office package & Internet)
- ❖ Health safety and environment safety knowledge
- ❖ Negotiation skill
- ❖ Effective communication skills - Competent in both oral and written Swahili & English.
- ❖ Accounting packages (Excel)
- ❖ Presentation, public speaking and writing skills
- ❖ Customer satisfaction knowledge
- ❖ Designing business advertisement projects

F. ACHIEVEMENTS & AWARDS

- ❖ Huge impacts in management and leadership skills
- ❖ Using management knowledge in troubleshooting problems for efficient productivity and consultation ability to client.

G. REFEREES

1. Wilson mwanri

Managing director sakina fitness center

Mobile: +255769718804

Email. wilsonmwanri12@gmail.com

2. David Julius Kamna

Incharge TRA

Phone: +255769284446

Email: kamnajdavid@gmail.com