

Lenaida Byera Burchard
Address: P.O.BOX 40478 Dar es Salaam, Tanzania
Email: lenaidabuchard@gmail.com, Phone:0628841728/0713924143

CURRICULUM VITAE (CV)

PERSONAL DETAILS

Name : Lenaida Byera Burchard
Date of Birth : 08th June, 2002
Gender : Female
Marital Status : Single
Nationality : Tanzanian
Language : Swahili and English
Contact Address : +255 628841728
Email : lenaidabuchard@gmail.com

CAREER OBJECTIVE

To be a greater asset to myself and the society as whole through working in a reputable organization of which its missions and daily activities will facilitate development of my career. Great aspiration to succeed and archive best in all assigned tasks, all undertaking and in life at general.

PERSONAL PROFILE

I am self-motivated, energetic, self-disciplined, confident, innovative, accept challenge, working under pressure, committed, responsible and accountable as partnership support coordinator.

ACADEMIC BACKGROUND

DURATION	QUALIFICATIONS	INSTITUTION
2021 – 2024	Bachelor Degree in Accounting	Tanzania Institute of Accountancy
2019 – 2021	Certificate of High Education (A-Level)	Mkugwa Girls High School
2015 – 2018	Ordinary Secondary Education (O- Level)	Steven Secondary School

SKILLS AND STRENGTH

- Fast learner, Intelligent, hardworking, Strong integrity, creative, Ambitious and Self-motivated with ability to work under any environment.
- A great team player and able to adapt to changing environment.
- An inborn leader and negotiator.
- Time management and prioritization of work, communication and reports skills.

WORKING / TRAINING EXPERIENCE

NSSF, Field Treasurer, Dar es Salaam, Tanzania, July 2022 – October 2022

- Conducted bank statement and cash book reconciliations to ensure accurate balance matching between the organization's records and the bank statement.
- Performed higher-level reconciliation activities within the organization, ensuring consistency and accuracy across various financial accounts.
- Reconciled ledger statements of partner entities with the organization's own ledgers, ensuring accurate recording and reporting of financial transactions.
- Managed and maintained the petty cash book, including recording expenses, replenishing funds, and ensuring proper documentation.
- Prepared payment vouchers and receipts for small payment transactions, ensuring proper documentation and adherence to financial procedures.
- Assisted in the preparation and analysis of financial statements, providing insights into the organization's financial performance.

Starpeco Limited, Field Accountant, Dar es Salaam, Tanzania, July 2023 – October 2023

- Managed and maintained the petty cash book for the company, which involved recording expenses and ensuring proper documentation.
- Conducted thorough reconciliations of bank statements and cash books to ensure accurate balance matching between the company and the bank statement.
- Performed higher-level reconciliation activities within the company to ensure consistency and accuracy across various financial accounts.
- Reconciled ledger statements of partner entities with company's own ledgers, guaranteeing precise recording and reporting of financial transactions.

Starpeco Limited, Receptionist , Dar es Salaam, Tanzania, July 2024 – Present

- Answered and directed phone calls to respondents
- Organized and scheduled appointments and meetings
- Resolved customers' complaints
- Kept record of staff members
- Assisted in the preparation of scheduled reports
- Developed and maintained a filing system
- In charge of the office equipment 8. Prepared monthly stock inventory

PERSONAL INTEREST AND HOBIES

- Working in the flower and vegetable garden and reading novels

REFEREES

1. Hemed Omar Kagobe
Senior Finance Officer
NSSF Benjamin Mkapa Pension Tower
Mobile; +255767140359,
P.O. Box 1322, Dar es Salaam
Email;hemed.kagobe@nssf.go.tz
2. Mr. Iman Matonya
Assistant lecture,
Tanzania Institute of Accountancy,
P.O.BOX 9522, Dar es salaam
Contact: +255 752363862
3. Elius Gasper
Operations Manager
STARPECO LIMITED
Contact: +255 765 371 592
Email;eliusgasper@gmail.com

DECLARATION

I, declare that all the above information provides are true. I hand down all the above information with full understanding that: providing untrue information will result to legal actions.

Signature: L.B.Burchard.