

## CURRICULUM VITAE (CV)



23 August 1994

Dar es salaam, 7465

0678670462 & 0627040475

jeromearonngongi@gmail.com

Language proficiency: Swahili & English

## JEROME ARON NGONGI

### OBJECTIVE

A motivated, adaptable and responsible Accounting and Finance graduate seeking a position in an Accounting position which will utilize the professional and technical skills developed through past work experiences in this field. I have a customer – focused approach to work and a strong drive to see things through to completion.

### EDUCATION

**MZUMBE UNIVERSITY – MBEYA – BACHELOR IN ACCOUNTING AND FINANCE IN BUSINESS SECTOR**

2018 – 2021

**MALANGALI SECONDARY SCHOOL – ADVANCED CERTIFICATE OF SECONDARY EDUCATION EXAMINATION (ACSEE)**

2014 – 2016

**MIKALANGA SECONDARY SCHOOL – CERTIFICATE OF SECONDARY EDUCATION EXAMINATION (CSEE)**

2010 – 2013

**KILOSA PRIMARY SCHOOL – CERTIFICATE OF PRIMARY EDUCATION EXAMINATION**

2003 - 2009

## EXPERIENCE

AIRTEL TANZANIA, POSITION :CUSTOMER SERVICES

2023 -2024

- Handling customer complains,such as network issues happens like Ambiguous Transaction (AT)
- Answering inbounds calls
- making outbouding calls
- updating database
- sales of shop product such as router
- Escalation strong problem to supervisor for more resolutions .

PLATINUM CREDIT LTD DAR ES SALAAM: POSITION: SALES OFFICER

January 2022 up to december 2022

- Capable of achieving the monthly sales target assigned by the supervisor Ensure customer satisfaction.
- Solving customer queries/issues. Maintain periodic report including daily activities report, weekly and monthly report.
- Proactively identify sales prospects and other sales activities in the area assigned.
- Identifying the fast-moving models for the company products Attending trade exhibitions, conferences, and meetings.
- Reviewing sales performance Identifying new markets and business opportunities Gather market and customer information and provide feedback on buying trend.
- Collecting competitor's information for their new models, sales activities, fast-moving models.

DEPARTMENT: TIN REGISTRATION UNIT & POSITION: ASSISTANT ACCOUNTANT,  
TANZANIA REVENUE AUTHORITY (TRA) NYASA TAX REGION

16<sup>th</sup> November 2020 – 12<sup>th</sup> February 2021

- Provision and registration Taxpayer Identification Number (TIN)
- Bank Reconciliation activities
- To make backup of various receipts and payment vouchers

- Preparing Payment vouchers and issuing exchequer receipts
  - Collects Income
- 

## SKILLS & ABILITIES

- Assisting the other team members whilst carrying out duties in order to reach the targeted goals for the organization
  - An ability to work under pressure and complete all tasks in line with the job description
  - Computer basic application such that Excel, Ms Word, Power point and Ms publisher
  - Able to communicate professionally with all customers and clients together with other staffs
- 

## REFERENCES

ABDUL SHABAN RAMADHANI

AIR TANZANIA CO LIMITED

P.O BOX 543,

DAR ES SALAAM

ACCOUNTANT

Mobile: 0712256949

Email: [abdul.ramadhan@airtanzania.co.tz](mailto:abdul.ramadhan@airtanzania.co.tz)

MUHIDIN HASSAN MUHIDIN

DIMON MOROGORO WORKERS SACCOS

P.O BOX 1595,

MOROGORO

ACCOUNTANT

Mobile: 065495954774

Email: [Muhidin95muhidin@gmail](mailto:Muhidin95muhidin@gmail)

NSAJIGWA JONATH MWAKIMI

NATIONAL INVESTMENT PLC

FINANCE AND ADMNISTATIVE OFFICER

Mobile; 0789884499

Email: nsajigwa@nicol.co.tz

SIGNATURE: *J.Ngongi*

Jerome Aron Ngongi

# MZUMBE UNIVERSITY



This is to certify that

***Jerome Aron Ngongi***

having satisfied all the requirements for award of the degree of

**BACHELOR OF ACCOUNTING AND FINANCE IN  
BUSINESS SECTOR**

**SECOND CLASS - LOWER DIVISION**

was admitted to the Degree at a Congregation held on the  
Second day of December in the year Two Thousand and Twenty One



Deputy Vice Chancellor  
(Academic Affairs)



Vice Chancellor

SPONSOR: HESLB

BAF BS 31303332 - 18





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***Jerome Aron Ngongi***

having satisfied all the requirements for award of the degree of

**BACHELOR OF ACCOUNTING AND FINANCE IN  
BUSINESS SECTOR**

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Second day of December in the year Two Thousand and Twenty One



Deputy Vice Chancellor  
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Vice Chancellor

SPONSOR: HESLB

BAF BS 31303332 - 18





**MZUMBE UNIVERSITY  
MBEYA CAMPUS COLLEGE  
ACADEMIC TRANSCRIPT**

MBEYA CAMPUS COLLEGE  
ACADEMIC TRANSCRIPTMBEYA CAMPUS COLLEGE  
ACADEMIC TRANSCRIPT

REGISTRATION NO. 31303332/18	SURNAME NGONGI	FIRST NAME JEROME	ACADEMIC ID ARON	DATE OF BIRTH 1994-08-23	SEX M	CITIZENSHIP Tanzanian	HOME ADDRESS P.O. Box 20 Nyasa SPONSORSHIP: HES/LB
<b>DEGREE PROGRAMME: BACHELOR OF ACCOUNTING AND FINANCE - BUSINESS SECTOR.</b>							
<b>EXAMINATION RESULTS</b>							
<b>SECOND YEAR 2019/20</b>							
<b>SEMESTER I</b>							
CODE	COURSE TITLE	GS	GP	CODE	COURSE TITLE	GS	GP
ACC 101	INTRODUCTORY ACCOUNTING	C	2.00	ACC 211	COST AND MANAGEMENT ACCOUNTING I	B	3.00
DOM 101	STUDY SKILLS AND BUSINESS COMMUNICATION	C	2.00	ACC 212	FINANCIAL ACCOUNTING II	B	3.00
ECON 101	MICRO ECONOMICS	C	2.00	ACC 213	AUDITING AND ASSURANCE II	B+	4.00
FIN 112	INTRODUCTION TO FINANCE	C	2.00	FIN 214	FINANCIAL SYSTEMS	B+	4.00
LAW 109	BUSINESS LAW	B	3.00	LOG 214	PROCUREMENT PRINCIPLES	C	2.00
OMS 101	BUSINESS MATHEMATICS	C	2.00	OMS 203	QUANTITATIVE METHODS	C	2.00
<b>SEMESTER I GPA</b>				<b>SEMESTER I GPA</b>			
<b>2.1</b>				<b>3.0</b>			
<b>SEMESTER II</b>							
CODE	COURSE TITLE	GS	GP	CODE	COURSE TITLE	GS	GP
ACC 121	FINANCIAL ACCOUNTING I	B	3.00	ACC 221	FINANCIAL ACCOUNTING III	C	2.00
ACC 122	AUDITING AND ASSURANCE I	B	3.00	ACC 222	COST AND MANAGEMENT ACCOUNTING II	C	2.00
ACC 123	GOVERNMENT ACCOUNTING	B	3.00	BUS 221	FUNDAMENTALS OF BUSINESS RESEARCH METHODS	B	3.00
ECON 121	MICRO ECONOMICS	A	5.00	BUS 226	ENTREPRENEURSHIP AND SMALL BUSINESS	C	2.00
PUB 111	PRINCIPLES OF MANAGEMENT AND ORGANISATION BEHAVIOUR	B+	4.00	DST 102	INTRODUCTION TO DEVELOPMENT THEORY AND PRACTICE	A	5.00
OMS 102	BUSINESS STATISTICS	C	2.00	FIN 223	MANAGERIAL FINANCE	C	2.00
<b>SEMESTER II GPA</b>				<b>SEMESTER II GPA</b>			
<b>3.3</b>				<b>2.6</b>			
<b>FIRST YEAR GPA</b>							
<b>2.72</b>							
<b>THIRD YEAR 2020/21</b>							
<b>SEMESTER I</b>							
CODE	COURSE TITLE	GS	GP	CODE	COURSE TITLE	GS	GP
BUS 311	FIELD STUDY (INTERNSHIP)	A	5.00				
<b>SEMESTER I GPA</b>				<b>SEMESTER II GPA</b>			
<b>5.0</b>				<b>3.5</b>			
<b>SEMESTER II</b>							
CODE	COURSE TITLE	GS	GP	CODE	COURSE TITLE	GS	GP
ACC 322	FINANCIAL ACCOUNTING IV	B	3.00	ACC 323	MIS & ACCOUNTING PACKAGES	B+	4.00
ACC 324	GOVERNANCE AND ACCOUNTING PROFESSIONAL ETHICS	B	3.00	ACC 321	STRATEGIC MANAGEMENT	A	5.00
FIN 321	PUBLIC FINANCE AND TAXATION	B+	4.00	FIN 325	INTERNATIONAL FINANCE	C	2.00
<b>SEMESTER II GPA</b>				<b>SEMESTER II GPA</b>			
<b>4.20</b>				<b>4.20</b>			
<b>CUMULATIVE GPA</b>							
<b>3.2</b>							
<b>KEY TO GRADES</b>							
Grade	Marks	Points	Remarks				
A	70 - 100	5.0	Excellent				
B+	60 - 69.9	4.0	Very Good				
B	50 - 59.9	3.0	Good				
C	40 - 49.9	2.0	Pass				
D	35 - 39.9	1.0	Fail				
E	0 - 34.9	0.0	Fail				

**DEGREE AWARD: BACHELOR OF ACCOUNTING AND FINANCE - BUSINESS SECTOR.**

**DEGREE CLASSIFICATION: SECOND CLASS - LOWER DIVISION**

**THE PRINCIPAL**  
**MZUMBE UNIVERSITY**  
**MBEYA CAMPUS COLLEGE**  
**P.O. BOX 8559**  
**MBEYA**

*(Certified true copy of the Original)*  
 Sign: \_\_\_\_\_ Date: 09/03/2022  
 SALEHE BARAKA SALEHE  
 Deputy Public & Communications Officer



# The National Examinations Council of Tanzania



## Advanced Certificate of Secondary Education

This is to certify that JEROME ARON NGONGI

Index No. S0128-0678

sat for Advanced Certificate of Secondary Education Examination

at MALANGALI SECONDARY SCHOOL

in MAY 2016

and qualified for the award of an

Advanced Certificate of Secondary Education

in Division TWO

after attaining the following performance:-

Subject	Grade
GENERAL STUDIES	S (PASS)
HISTORY	D (PASS)
GEOGRAPHY	D (PASS)
KISWAHILI	C (PASS)
*****	



*[Signature]*

Chairperson

*[Signature]*

Executive Secretary

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AC16 0083698

# The National Examinations Council of Tanzania



## Certificate of Secondary Education

This is to certify that **JEROME ARON NGONGI**

Index No. **S1346-0069**

sat for the Certificate of Secondary Education Examination

at **MIKALANGA SECONDARY SCHOOL**

in **NOVEMBER 2013**

and qualified for the award of a

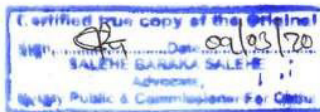
**CERTIFICATE OF SECONDARY EDUCATION**

in Division **THREE**

after attaining the following performance:-

Subject	Grade
CIVICS	C (PASS)
HISTORY	B (PASS)
GEOGRAPHY	C (PASS)
KISWAHILI	C (PASS)
ENGLISH LANGUAGE	C (PASS)
BIOLOGY	C (PASS)
BASIC MATHEMATICS	C (PASS)
COMMERCE	E (UNSATISFACTORY)
BOOK-KEEPING	C (PASS)
*****	

*[Signature]*  
Chairperson



*[Signature]*  
Executive Secretary

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CS13 0491956



## THE UNITED REPUBLIC OF TANZANIA

## CERTIFICATE OF BIRTH

BB/N<sup>o</sup>.

1653869

No. of entry	Where born	Name (if any)	Sex	Name and Surname of father	Father's occupation and residence	Father's Nationality	Name and maiden name of mother	Mother's occupation and residence	Mother's Nationality	Signature, description and residence of informant	Date of Birth	Date of registration	Signature of registering officer	Registration number added or altered
328/2014	NYASA DISTRICT RUVUMA REGION	JEROME	MALE	ARON HENRY NGONGI	PEASANT	TANZANIA	JOYCE ALICK ZITTA	PEASANT	TANZANIA	AS PER APPLICATION IN WRITING FORM NO 15 I SIGNED BY ARON NGONGI FATHER OF CHILD	23 <sup>rd</sup> AUGUST 1994	14 <sup>th</sup> JULY 2014	M.A. MDUMA FOR DISTRICT REGISTRAR OF BIRTH	

Certified under the Births and Deaths Registration Ordinance (Cap. 108 of the Laws), to be a true copy of an entry in the register in my custody of B for the District of NYASA in Tanzania.

Dated this 14<sup>th</sup> day of JULY 2014.

Fee Paid Shs. 2,000/=



MSAULI WA VITAZI  
VIEGWA NYASA  
WILAYA NYASA  
DISTRICT REGISTRAR

MPP-DSM

