

AGATHA MICHAEL KABETA

CONTACT

+255 745 051 073

agathamichael52@gmail.com

www.linkedin.com/in/agathamichael

Dar es Salaam - Tanzania

SKILLS

Basic Computer Skills

Accounting principles and practices

Team leadership and collaboration

Excellent communication skills

Proficiency in financial software (such as QuickBooks or SAP)

EDUCATION

Bachelor Degree in Accountancy
INSTITUTE OF FINANCE MANAGEMENT
2018 - 2021

Advance Certificate of Secondary Education
JANGWANI GIRLS SECONDARY SCHOOL
2016 - 2018

Certificate of Secondary Education
JANGWANI GIRLS SECONDARY SCHOOL
2012 - 2015

Certificate of Primary Education
MZAMBARAUNI PRIMARY SCHOOL
2005 - 2011

OBJECTIVE

Seeking a challenging and rewarding position where I can utilize my skills and experience to contribute to the growth and success of a reputable organization. With a strong work ethic, attention to detail, and a passion for learning, I am committed to making a valuable contribution to the company. I am looking for an opportunity to develop my professional skills and advance my career while working in a collaborative and dynamic environment. My goal is to find a position where I can make a meaningful impact and be part of a team that is dedicated to achieving excellence.

WORK EXPERIENCE

Administrative Accountant

TRICON LOGISTICS LIMITED

2024 - Present

- Manage and process invoices and payment vouchers in Tally software.
- Handle financial transactions with various companies and clients.
- Manage and track financial movements; update purchase and sales records.
- Organize and archive financial operations systematically.
- Monitor and follow up on company bank accounts.
- Handle daily cash transactions and manage cash operations.
- Maintain daily filing of accounting transactions.
- Follow up with the operations team and audit supplier invoices daily.
- Issue all customer invoices promptly.
- Settle all supplier transactions in a timely manner.
- Help prepare income statements and cash flow reports.
- Prepare and upload tax returns on the tax online system to avoid penalties.
- Arrange tax payments on time in coordination with the direct manager.
- Prepare analyses related to the tax process.

AGATHA MICHAEL KABETA

LANGUAGES

Swahili



English



HOBBIES

Swimming

Reading Books

Baking

Watching Movies

REFEREES

MR. PAUL E WAMBURA

Lecture - Unique Academy

HADIJA JOSEPH

Director - Salollen Microfinance

BROWN MAKELELE

Chief Accountant

Finance & Admin

THERMAL PAPER SOLUTIONS LIMITED

2023 - 2024

- Assist customers with product inquiries and selections.
- Operate cash register and process transactions accurately.
- Maintain a clean and organized sales floor.
- Restock merchandise and ensure proper product placement.
- Provide excellent customer service and address concerns.
- Promote sales and special promotions to customers.
- Help customers with fitting rooms and try-on sessions.
- Upsell additional items to increase sales revenue..
- Ensure compliance with company policies and procedures.
- Assist with opening and closing procedures as needed.

Sales - Intern

Prime Location Limited

2021 - 2022

- Stay informed about product updates and promotions.
- Handle returns and exchanges with proficiency.
- Handle cash, credit, and electronic transactions securely.
- Ensure accuracy in pricing and discounts applied.
- Keep track of inventory levels as needed.
- Maintain a courteous and professional demeanor.
- Help customers with bagging and packaging purchases.
- Resolve customer complaints or issues promptly.
- Assist with restocking and replenishing merchandise.
- Process loyalty program enrollments and redemptions.



+255 765 044 090



wamburajr25@gmail.com



Dar es Salaam - Tanzania



+255 652 609 150



jhadija3@gmail.com



Dar es Salaam - Tanzania



+255 716 301 707



makelele@viwanjatanzania



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