

- **Personal Information**

Curriculum Vitae

Robinson Richard Moshi UBU/UBK/724.

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- **Professional and Personal Attribute**

Competent Finance Managing with unrivalled written and verbal communication abilities. Specialties include managing databases, record-keeping, preparing invoices and professionally handling incoming calls. Accurate and friendly with the ability to interpret complex contracts and effectively handle various disputes. A versatile, analytical, and hardworking financial matters, with a practical “get this done” approach who always preserves to achieve the best results. Passionate with commerce and the art of business.

I can explain myself as a person with integrity, self-motivation, and competencies in performing multiple tasks independently, handle work pressure, meet deadline, and set priorities with minimal supervision. A dynamic personality with acquired managerial skills include functions of planning, organizing, leading and coordination. A good mediator with negotiation skills. A research person seeking

new knowledge through reading and field survey, and I have a good record of excellent performance and good experiences with problem solving concerning accounting and finance. Self-confident, courageous person with high commitment, while adhering to ethical standards.

2.0 Work Experience Summary

2.1 Detailed Employment History; Statement of Duties – Department of Finance/Tanzania Office.

Field as Assistant Accountant working under the supervision of Senior Chief Accountant - July 2022 - September 2022.

- **Provided support to technical teams, mission management and the senior staff.**
- Provided fully, a range of finance guidance and usable information to the Chief Accountant Officer, contracting/agreement officers, and outsiders in need of any finance guidance and knowledge.
- Assisted in the assessment of stock in the office and in use inventory (i.e., laptops, Computers, TVs, water dispensers etc.).
- Maintained proper filing system and storage of office documents making sure they are available when required.
- Participated in community needs assessment.

University

Graduated at UNIVERSITY OF DAR ES SALAAM (UDBS) in DAR ES SALAAM, TANZANIA, OCTOBER 18th 2023. Majoring in FINANCE AND ACCOUNTING.

High school Education

I graduated from Old Moshi School in 2018, with a division I point 8 pass mark. Majoring in Physics, Mathematics and Chemistry.

While at the school I was involved in the founding of a charity organization called Brothers Charity Fund (BCF) which helped our fellow students who had complications with their fees and tuition and also helped outsiders through various outreach programs (i.e. orphanage centers, remote area hospitals and Dispensaries). This helped strengthen the community and give hope to those we had touched by our helping hand.

SECONDARY SCHOOL EDUCATION

Graduated from Azania Secondary School, Located in the Upanga Ilala District, with a division II point 18 pass mark. Majoring in Science subjects.

While at the school I was in the MISEMO brothers Org. Where we exchanged various development ideas and helped each other through tough times by providing loans to each other under a specific system, material and emotional aid when necessary. The organization also made sure that once we were on our own (Graduated), through entrepreneurship that we could always count on our previously acquired skills to help us combat any life challenges.

Also while at the school I was the General Secretary from form three to four and then change to dormitory supervisor in form four, during this leadership period, I was also the assistance football captain from January 2013-november 2013 thereafter advanced to full captain November 2013 to September 2014 where I stepped down during the National examinations and secondary school completion.

Other Skills: IT Proficiency; Word, Excel, Power point, Adobe and Microsoft Dream weaver.

Interests and activities: Include keeping fit by Physical workouts and playing football (soccer), volleyball and swimming. Participation in social health quiz, Reading, listening to music and travelling.

Countries visited include; Kenya (Nairobi),

Three References

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