

CURRICULUM VITAE (C.V)

MOHAMED ALI MACHANO,

P.O BOX 1237,

ZANZIBAR

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PERSONAL ATTRIBUTES

A very high level of integrity, honest and sense of responsibility, ability to self manages, work under pressure, achieve results and meets deadlines, ability to work in dynamic team and willingness to work beyond the call of duty, ability to develop and work as teamwork playing different roles in the teamwork to pursue the assigned tasks and the need to achieve the targeted goals.

PERSONAL DETAILS

Surname : MACHANO
Other names : MOHAMED ALI
Date of Birth : 12th NOV 1992
Sex : MALE
Marital Status : MARRIED
Nationality : TANZANIAN
EMAIL : mohamedalimachano@gmail.com
I live in : ZANZIBAR

ACADEMIC BACKGROUND

LEVEL	PROGRAMME	INSTITUTION	YEAR
Bachelor	Degree in business administration(GPA 4.6)	Tanzania Institute of Accountancy	2016-2019
Diploma	Diploma in Accountancy (GPA 3.7)	College of business education (Mwanza campus)	2012-2013
Certificate	Basic certificate in Accountancy	College of business education (Mwanza campus)	2011
Ordinary Level	CSE	St Matthew's Sec School	2007-2011

WORKING EXPERIENCE

WORKED AS A CASHIER AT KADOO BUREAU DE CHANGE FOR 2 YEAR INVOLVED IN BUYING AND SELLING OF FOREIGN CURRENCIES

WORKED AS A BRANCH MANAGER AT ALBASHASH BUREAU DE CHANGE AS BRANCH MANAGER

GRADUATE INTERN

October 2018-2020

TANZANIA NATIONAL ROADS AGENCY (TANROADS)

Duties:

Maintaining financial records by analysing balance sheets and general ledger accounts.

Processing weekly payroll accurately and timely.

Preparing and verifying bank deposits and carrying out bank reconciliations.

Preparing financial documents such as invoices, bills, and accounts payable and receivable.

Completing purchase orders.

Completing financial reports on a regular basis and providing information to the finance

team.

Entering financial information into appropriate software programmes.

Coordinating internal and external audits.

Recording office expenditures and ensuring these expenses are within the set budget.

Preparing annual budgets and completing the year-end analysis.

Reporting on debtors and creditors.

Handling accruals and prepayments.

Managing monthly budgeting tasks.

Resolving errors in financial reports and correcting faulty reporting

RELEVANT SKILLS AND COMPETENCES

Computer Skills: I have Knowledge and ability to use computer software such as Microsoft Office (including Microsoft –word, Microsoft- Excel, Microsoft - Power Point) and Internet, E-mail and Tally ERP.9.

Language Skills: Kiswahili and English
- I am proficient in writing, speaking, listening and reading in both languages

Soft Skills:

- High degree of honesty, diligence, integrity and respect.
- Ability to work under pressure and prioritize under little Supervision.
- Able to grasp new concepts/ ideas quickly
- Willingness and ability to work with a team to attain strong operational drive to see things moving.
- Good communication skills.
- Self-management skills
- Time management skills

Driving licence:

I have a driving licence

REFEREES

Michael Aloyce Mboya	TANROADS MWANZA	Mobile; +255754917660, email; mic13aly@gmail.com
Abdillah Ali	DAR ES SALAAM	+255 767 290 989
NAILAT SALIM	ZANZIBAR	+255 713 498 553

CERTIFICATION

I hereby certify that to the best of my awareness, knowledge and belief, this profile correctly describes my qualifications, experiences and I myself.