

1.0 PERSONAL DETAILS

Full name: Asia Rashid Kiwalala

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Language: English and Kiswahili

Nationality: Tanzanian

2.0 PERSONAL PROFILE STATEMENT

I am academic qualification as bachelor degree of procurement and logistics and diploma of Accountancy from Tanzania Institute of Accountancy (TIA), works in different company and acquire knowledge on how to perform my duties and responsibilities.

Am focused, determined, goal oriented, positive and hardworking person usually seeks to attain the highest output of the work/task assigned, I have ability to manage environment where can face challenging tasks and generate new ideas and techniques.

In my current Job, I have manage the Warehouse and operation activities on how to supervise inspector to loading and offloading Bales of cotton and other Agri-commodities (pigeon peas and cashew nuts), and some task like, preparing report for warehouse daily operation, to supervising inspectors of company, To send stuffing report to clients, to ensure timely and accurate availability of report to client.

3.0 EDUCATION BACKGROUN

2018-2021	Bachelor of procurement and logistics Management.	Tanzania institute of Accountancy (TIA)
2016-2018	Diploma in Accountancy	Tanzania Institute of Accountancy (TIA)
2014-2016	Advanced Certificate of Secondary Education	Mtwara girls Secondary School
2010-2013	Ordinary Certificate of Secondary Education	Ilulu girls Secondary School

4.0 WORKING EXPERIENCE

4.1 April 2022 up to now

At Wis Inspection (Tanzania) Ltd -This company deal with local inspection of containers and shipping forwarding (export) all agro commodities located at kurasini dar es salaam.

As Operation officer and warehouse supervisor.

- To prepare Stuffing report and send to client
- To prepare Loading list for company use and send to client.
- To prepare Stock report.
- To prepare Storage report and Warehouse receipts and send to client.
- To supervise loading and offloading of product from and to warehouse
- To ensure safety of product and staffs in the warehouse
- To make sure all truck with containers Are delivery to port on time
- To ensure to send scanner report to clients on time
- To prepare report of container number with shipment and send to client
- Assist the Operations Manager and or General Manager in overseeing the day-to-day operations of the Team.
- Ensure all reports are sent to interested parties in a timely manner.
- Managing of all company correspondence including post mails, letters.
- To Ensure all dispatches of COO&PHYTO for clients to DHL.

- To Assist the Operations Manager and or General Manager in overseeing the day-to-day operations of the Team.
- To Manage contacts with domestic consignee(buyer)/shipper/forwarders/warehouse keepers/jo-site in order to confirm date, time and location of inspection and arrange dispatch of inspectors.

4.2 August 2021-April 2022 At

Global Pest Controller Limited-This company deal with doing fumigation for all Agro-commodities in containers and godowns and provide certificate of fumigation for export purpose.

POSITION: Office Secretary and Accountant and admin

The work station of this was Dar Es Salaam branch, the main role in the office was to ensure the smooth functioning of the management office. Hence was responsible for;-

- To prepare Fumigation certificates
- To prepare Invoice and send to clients
- To delivery Certificates to client offices
- To print EFD receipt and send to client.
- Answering and directing phone calls
- Maintaining and ordering office supplies
- To process bills for payment and issue checks for account payable
- Documenting financial information
- To deal with invoices, income, receipts and payments
- To input, type vouchers, invoices, checks, account statement, reports and other records

4.3 August 2017- November 2017

Field Practical Training in Tanzania Airport Authority (TAA)

POSITION: Assistant Accountant at TAA

The work station was Dar es Salaam Airport office at Tanzania Airport Authority (TAA) and I was assigning to assist the accountant with the following responsibilities:-

- To keep prepare accounting records and balancing accounts (often known as Double entry book-keeping).
- To deal with invoices, income, receipts and payments
- To prepare statements showing income/payments,
- To pay wages and managing claims for petty expenses
- To daily capture of receipts and payments and balancing cashbooks and revenue
- To input, type vouchers, invoices, checks, account statement, reports and other records.
- To process bills for payment and issue checks for account payable
- To prepare daily and monthly collections and payment reports.

5.0 SKILLS

- Computer skills on Microsoft Office Includes MS-word, MS-excel, Spread Sheet, Power Point, Internet and Email.
- Organization and communication skills
- leadership skills
- Decision making skills and Problem solving skills
- Entrepreneurship skills

6.0 PERSONAL ATTRIBUTES

- Team Working,
- Hard Working and Fast Learner
- can work under pressure
- can work in any location of work

7.0 REFEREES

1. Ally Iddy Mohamed

General Manager-Wis Inspection (Tanzania)Ltd

Mobile: +255 (0) 716 842 030

2.Ahmed Raphael Bongi

Chief accountant officer at Tanga Regional office

[Mobile: +255 \(0\) 713 387 776](tel:+255(0)713387776)

3. Ramadhan M. Nondo

Assistant project manager at NST

solutions Kinyerezi-Dar Es Salaam.

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8.0 DECLARATION

I, Asia Kiwalala declare that the information contained in this curriculum vitae is true and absolute to the best of my knowledge and belief and that I am willing to supply further references with regard to the information.