**CURRICULUM VITAE (CV)**

1. **PERSONAL PARTICULARS**

Name: : Anna Sylivester Nginila

Date of Birth : 1st May, 1998

Sex : female

Marital Status : Single;

Nationality : Tanzanian;

Language(s) : English and Swahili

Mobile : +255625986539/+255711699186

Email : annanginila98@gmail.com

1. **PERSONAL STATEMENT**

A motivated, adaptable and responsible Customs and Tax Management graduate seeking a position in which will utilize the professional and technical skills developed through experiences in this field. I have a methodical, customer-focused approach to work and a strong drive to see things through to completion. I possess excellent interpersonal and communication skills with ability to build strong mutual relationship within the organization.

1. **ACADEMIC QUALIFICATIONS**
	1. **Bachelor Degree** in Customs and Tax Management, Institute of Tax Administration 2019 – 2022;
	2. **Advance Certificate of Secondary Education,** Magu Secondary School, 2017– 2019
	3. **Certificate of Secondary Education**, Saint Francis of Assis Girl’s Secondary School, 2013 – 2016

1. **EXPERIENCE AND SKILL ATTAINED**
2. Field Training, Tanzania Revenue Authority, Kinondoni Branch 2021;
3. Field Training, Tanzania Revenue Authority., Dodoma Branch, 2020
4. **SKILLS ATTAINED**
5. Customer Care Services and Education provider.
6. Intensive knowledge in Taxation matters especially in Domestic Revenue Department.
7. Computer Knowledge in Systems such as ITAX, OTS.
8. Registry (File arrangements, Recording various information).
9. Reception skills.
10. Report Writing.
11. **KEY SKILLS**
12. Can work both independently as well as in a team,
13. Can work under pressure with minimum supervision,
14. Good time management and work planning skills.
15. **LANGUAGE PROFICIENCY**
16. **Kiswahili**: fluent in speaking, reading and writing.
17. **English:** fluent in speaking, reading and writing
18. Presentation skills
19. **REFERENCES:**

**Name**: MR. MANJALE MASELE MIZINGO

**Position**: Principal Customs Officer, Tanzania Revenue Authority

**Address**: P. O. BOX 33743, DAR ES SALAAM

**Mobile**: +255784516844

**Email**: philibert310@gmail.com

**Name** Eng. SALUM M. INEGEJA

**Positio**n: Principal Energy Engineer,

**Address**: P. O BOX 2494, DODOMA

**Mobil**e: +255789 88 6007

**Email:** salum.inegeja@nishati.go.tz

**Name**: MR. PASCAL GOMBA

**Position**: Assistant lecturer, Institute of Tax Administration (ITA)

**Address**: P.O.BOX 9321, DAR ES SALAAM

**Mobile:** +255713080803

**Email:** Pgomba@tra.com

1. **CERFICATION**

I, the undersigned, certify that to best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any misstatement or misrepresentation described herein may lead to my disqualification from job applied.

**Name**. Anna Silvester Nginila