



Stella Kita

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OBJECTIVE

I am a finance specialist, possessing financial skills that many organization would need to prosper

EXPERIENCE

1 may 2024
- Present

- **POSITION : ACCOUNTANT**
CHUNYA AND ILINDI MORAVIAN VOCATIONAL TRAINING CENTERS
Preparations of payment vouchers
Preparations of financial report
NSSF and WCF activities
Preparation of budgets
Payroll preparation
Bank reconciliation activities
Other duties as assigned by supervisors

May 2023 -
Dec 2023

- **POSITION : ASSISTANT ACCOUNTANT**
ORANGE TANZANIA LIMITED (HAMIDU CITY PARK)
-Preparation of monthly financial report
-Preparation of financial reports
-Preparation of payment vouchers
-preparation of invoice
-Evaluation of stock
-Preparation of EFD receipts
-Meter reading, Preparation of water bills
-Preparation of returns and SDL
-Stock taking and stock control
-Procurement activities
-Sales and marketing of company product(Houses)
-Other duties as assigned by supervisor

October
2020 -
March
2023

- **POSITION: ACCOUNTANT/SECRETARY**
ERYGIT LOGISTICS LIMITED
-Collection of deposit
-Preparation of delivery note
-Preparations of monthly report
-Keeping records of business transaction
-Stock control
-Debt followup
-Collection of debt
-Customer care service provider
-Cleaning activities
-Others duties as directed by supervisor

August
2019 -
October
2019

- **POSITION: FIELD PRACTICAL TRAINING FINANCE DEPT**
MBEYA ZONAL IRRIGATION OFFICE
-Evaluation of irrigation project
-Planning for irrigation project
-Budgeting procedures
-Other duties as assigned by supervisor

2018 -
2018

- **POSITION : VOLUNTEER**
PETRO STATION
-Fuel sales(pump attendant) activities
-Evaluation of rate of stock turnover of litres
-Dipping activities
-Preparation of financial statement and report

EDUCATION

2020

- **Bachelor of commerce in finance**
The university of Dodoma

SKILLS

Computerized accounting skills



Financial services skills



Business communication skills



Financial reporting skills



Budgeting



International business finance skills



REFERENCE

- **David Mwakapala - UDOM**
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- **Jimmy Mwigeka - AGRITECHS**
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