

# Stella Kita

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#### **OBJECTIVE**

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

#### **EXPERIENCE**

1may 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

ERYIGIT 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

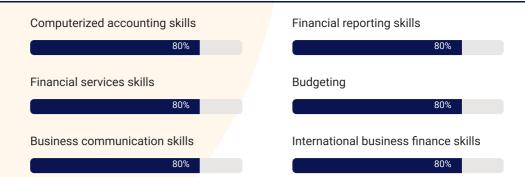
-Dipping activities

-Preparation of financial statement and report

# • Bachelor of commerce in finance

The university of Dodoma

## **SKILLS**



#### REFERENCE

• David Mwakapala - UDOM

Lecturer mwakaD@gmail.com 0716051251

• Jimmy Mwigeka - AGRITECHS

Chief Finance Officer jimmy@agritechs.co.tz 0763942062

• Moses Karegero - UDOM

Head of Accounting and Finance department moseskaregero@gmail.com 0737570950