

## CURRICULUM VITAE

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### PERSONAL INFORMATION

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**NAME:** Patrick Alfred Mayombo

**DATE OF BIRTH:** 17<sup>th</sup> October 1998

**MARITAL STATUS:** Single

**NATIONALITY:** Tanzanian

**CONTACT ADDRESS:** P.O. Box, Dar es Salaam

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### CAREER OBJECTIVE:

A highly motivated and an organized person. Bringing thoughtful perspective in serving customers and support towards the organization achieving a competitive edge. Learning culture at heart and a team player.

### PROFESSIONAL SUMMARY

A detail oriented and results driven accounting professional with over 2 years of experience in financial reporting, budgeting, auditing, and compliance. Currently at the final level of CPA certification with strong knowledge in IFRS, taxation, and internal controls and Present pursuing Masters of Business Administration in Finance. Proven ability to manage complex financial operations and lead accounting teams to achieve accuracy and efficiency.

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### ACADEMIC QUALIFICATIONS

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<b>Bachelor of Accounting</b>	<b>2020-2023</b>
Institute of Finance Management (DAR ES SALAAM)	
<b>Advanced Certificate of Secondary Education (ACSE).</b>	<b>2018-2020</b>
St. Peter's Junior Seminary (MOROGORO)	
<b>Certificate of Secondary Education (CSE).</b>	<b>2014-2017</b>
St. Francis Kasita Seminary (MOROGORO)	
<b>Certificate of Primary School Education.</b>	<b>2006-2012</b>

Madukani Primary School (MOROGORO)

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### **OTHER DEVELOPMENT TRAININGS**

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**Certificate of Computer Application**

**2018**

Pentecostal Centre Ifakara (MOROGORO)

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### **WORKING EXPERIENCE**

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**Registered Trustees (Catholic Diocese of Mahenge) 2023- Present**

**Post: Accountant**

**Duties**

- Prepared and analyzed monthly, quarterly, and annual financial statements in compliance with IFRS.
- Administered payroll for over 40 employees, ensuring accurate statutory deductions.
- Ensuring compliance with tax returns such as submitting VAT exemption requests.
- Reconciled Bank statements, monitor cash flow and managed general ledger accounts
- Assisted in internal audits and improved documentation systems
- Collaborated with cross-functional teams to streamline financial processes.
- Respond to financial inquiries from management and external parties

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### **FIELDWORK EXPERIENCE.**

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**Tanzania Ports Authority – Headquarter DSM Aug-Oct 2022**

**Skills acquired**

- Data entry and record keeping
- Reviewed and reconciled bank statement and financial record, identifying and resolve discrepancies
- Tax filing and processing

- Accounting policies and procedures, ensuring compliance with regulations and practices
- Payroll processing and payroll tax compliance

**Tanzania Commercial Bank, TCB- Kariakoo branch Aug - Oct, 2021**

**Duties and Responsibilities:**

- Loan application review, compliance and analysis
- Assisting in preparation of bank reconciliation
- Preparation and ticking voucher,
- Marketing new products offered by TCB bank,
- Checking customer balance through POS machine

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**SKILLS AND ABILITIES**

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- Computer Literacy System Based: Microsoft Office, Excel and Tally ERP
- Business development and Negotiation skills.
- Marketing and management skills.
- Supervisory and Team working skills.

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**REFEREES**

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Emmanuel Nyange  
Tanzania Commercial Bank Plc  
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I, Patrick A. Mayombo certify that the information in this CV is true to the best of my knowledge and belief.