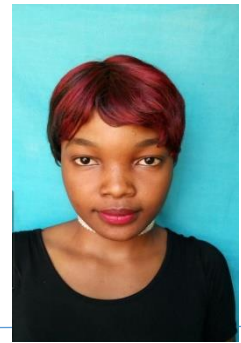


# CURRICULUM VITAE

EUNICE EMMANUEL MAGOTI

P.O.BOX 6773 Dar es salaam

Mobile: +255 785 690 680 E-Mail: eunicemagoti39@gmail.com



## **PERSONAL INFORMATION.**

Name: Eunice Emmanuel Magoti

Date of Birth: 04<sup>th</sup> November, 1999

Religion: Christian

Marital Status: Single

Nationality: Tanzania

## **PROFILE**

A holder of Bachelor in Accountancy. Attractive, adaptive, armed with hospitality to customers and creative with good communication skills in both English and Swahili language (spoken and written).

Trained in computer skills and qualified in excel with knowledge in field of Accountancy.

I am currently looking for more opportunities to excel my experience and skills as well as learning. I accept challenges at all levels of my carrier.

## **EDUCATION Qualification**

Year	Institution	Award
November 2022 to July 2025	Tanzania Institute of Accountancy	Bachelor in Accountance
November 2020 to July 2022	Tanzania Institute of Accountancy	Diploma in Accountancy
November 2018 to July 2019	Tanzania Institute of Accountancy	Basic Technician Certificate in Accountancy
January 2014 to October 2017	De Paul Secondary School	Certificate in Secondary Education Examination, CSEE
January 2007 to September 2013	Biatika Primary School	Primary School Certificate Education, PSCE

**22 December 2022 to current: KILITEK AFRICA LIMITED COMPANY**

**Position: Assistant Accountant**

**Duties**

- Ensure proper documentation to support vouchers, including authorization according to regulations.
- Manage and fills operation document
- Manages debtors balances pending
- Recording of phone payment
- Receives customers claims and presents to managements
- Preparation of retake list for the customer who receives their claims
- Preparation of financial report.

**PRACTICAL TRAINING & WORK EXPERIENCE**

**August 2021: Tanzania Telecommunications Corporation Limited (TTCL)**

**Position: Assistant Accountant**

**Activities and duties performed**

- Keeping Completing Documentation for approval & payment.
- Prepare all cash payments and record in Tally software
- Entering expenses of daily operation & cash in Tally software
- Ensure all payment voucher are dully support & approved as per system
- Daily balancing of cash book for cashier's Day book
- Checking of all cash vouchers and monthly cash reconciliation
- Preparing Monthly Debtors Reconciliation and Ageing report

**COMPUTER SKILLS**

**MICROCOMPUTER APPLICATIONS**

- Introduction to Ms-Windows
- Microsoft Office
- Internet and Email
- Tally Accounting Software

**INTEREST / HOBBIES**

- Sharing Idea (meeting people), Out-going (Tour traveling)
- Sport and games, Movies
- Reading business books

## **REFEREES**

Michael Simon Nchimbi

Senior Accounts Officer

Wizara Ya Habari, Mawasiliano Na Technologia Ya Habar

Shirika La Mawasiliano Tanzania

P.O.Box 8433 Dsm

Baraka H. Kamwela

Lecturer

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kamwelah@yahoo.com

Mussa S. Chimae

Principal Procurement Officer

Tanzania Port Authority

P.O.Box 9187 Dsm

Email: [rammo400@gmail.com](mailto:rammo400@gmail.com)

Tel: 0713 314 441

**Eunice Emmanuel Magoti**

I declare that, the above information is true and valid to the best of my knowledge.