

ANGEL RASHAN MDEE

P.O. Box 2021, DSM; 0693596446/0754261742

mdeeangel4@gmail.com



PERSONAL DATA:

Date of Birth: 26/12/1994

Marital Status: Single

Languages: English (excellent in reading, writing and speaking), Swahili (excellent in reading, writing and speaking)

Hobbies: Singing, performance arts and reading

Traits; Team player, hardworking, truth-worthy, multitasking and fast learner

EDUCATION

2014 – 2017 BSc in Banking and Finance at Institute of Finance Management, Dar es Salaam

2012 – 2014 A-level certificate (HGE) at Jangwani Secondary School, Dar es salaam

2009 – 2011 O-level certificate at Mvumi Secondary School

2008 _ 2009 St Mary's International School

2001_ 2007 St Andrew's Academy (Primary education)

TRAINING AND WORK EXPERIENCE

Jan 2022- Jan 2025

Worked at IMARA HORIZON

Worked as an ACCOUNTANT

Job Responsibilities;

- Managing and analyzing financial records.
- Preparing financial statements.
- Ensuring compliance with regulatory requirements.
- Performing risk analysis evaluations.
- Recording expenses and preparing financial reports

2021 **Worked at CIVMARK (T) COMPANY LTD.**

Worked as an ACCOUNTANT

Job Responsibilities;

- Prepare monthly payroll, submit VAT returns(PAYE&SDL)
- Manage all accounting transactions including petty cash
- Ensure timely bank payments
- Prepare budget forecasts
- Publish financial statements in time
- Handle monthly, quarterly and annual closings
- Reconcile accounts payable and receivable
- Compute taxes and prepare tax returns
- Manage balance sheets and profit/loss statements
- Report on the company's financial health and liquidity
- Audit financial transactions and documents
- Reinforce financial data confidentiality and conduct database backups when necessary

2020 Worked at WELLCASH DEBT COLLECTORS

Worked as an DEBT COLLECTOR

Job responsibilities;

- Keep track of assigned accounts to identify outstanding debts.
- Plan course of action to recover outstanding payments.
- Locate and contact debtors to inquire of their payment status.
- Negotiate payoff deadlines or payment plans.
- Handle questions or complaints.
- Investigate and resolve discrepancies.

2018-2020 Worked at CARTRACK (T) COMPANY LTD.

Worked under Finance and administration.

Job Responsibilities;

- Performs basic accounting and accounts payable functions
- Accounts monitor/ preparations, Tax payments and filing
- Perform all monthly payroll services
- Ensuring all transactions are documented and verified receipts.
- Maintain petty cash, staff imprest and daily balance of cash book
- Posting transactions into General Ledger and extracting trial balance
- Conducting timely update and reconciliation of all a/c entries.
- Analyzing financial performance and preparing financial reports
- Ensuring customers pay on time
- Negotiating payment plans
 - Monitoring debtor balances to ensure a reduction in debtors

2015-2016 Interned at SWISCARE INSURANCE BROKERS

As an Accountant

Job responsibilities:

- Collecting premium converting currencies by exchange rates from banks
- Receive invoices(payables) from suppliers and preparing payment vouchers.
- Make payments(receivables) to suppliers through cheque/ bank transfer
- Ensuring all transactions are documented and verified receipts.
- Maintain petty cash, staff imprest and daily balance of cash book
- Posting transactions into General Ledger and extracting trial balance
- Conducting timely update and reconciliation of all a/c entries.
- Analyzing financial performance and preparing financial reports

REFEREES.

Mr Anold

0758182094

Manager at WELLCASH DEBT COLLECTORS

P.o.box Dar es Salaam

Khadija Seif

+255715828772

Manager at CIVMARK LIMITED

P.o.box 68264 Dar es Salaam

Ansigar Mardai

+255672326920

Operations Officer Imara Horizon

P.O.Box 12223,Dar Es Salaam

mardaiansi@gmail.com

THE
INSTITUTE OF FINANCE MANAGEMENT
DAR ES SALAAM, TANZANIA

REG. No.: IMC/BBF/14/86556



BACHELOR DEGREE

This is to certify that

Angel Rashan Mdee

*Having successfully completed the examinations
and satisfied all other requirements of the Institute's
Governing Council, is hereby awarded*

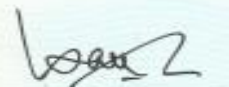
The Bachelor of
Banking and Finance

Lower Second

Classification


CHAIRPERSON OF
THE COUNCIL




RECTOR

DATE: 24th November 2017

No: 000666

S&D - 28985.04 - 10/17

