

INNOCENT NGUKU

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PERSONAL PROFILE

- I am strong, dynamic, and innovative as well as performance-oriented person who is driven by both ambition and a sound grasp of reality.
- I am a person with strong desire, willingness and ability to rapidly master and successfully implement new concepts, techniques and skills in my area of expertise

CAREER OBJECTIVES

To become very successful in Account and Finance Career.

PRACTICAL TRAINING FROM NSSF FROM OCTOBER 2024 UP TO FEBRUARY 2025.

- Understanding the legal frameworks and regulatory requirements for employers
- Learning how to register new employers and members into the NSSF system.
- Assisting in data entry, maintenance, and updating of member and employer records.
- Understanding the process of issuing membership cards and certificates.
- Gaining knowledge about the verification process of employer and employee details.
- Understanding the various benefits offered by NSSF (retirement, invalidity, and survivor benefits).
- Learning about the communication process between NSSF and beneficiaries

EDUCATION LEVELS

INSTITUTE/ SCHOOL	CERTIFICATE AWARDED	PERIOD
Mzumbe University (Main Campus)	Certificate of bachelor's Degrees in accounting and Finance – Public sector	2022 to 2025
Umbwe Boys Secondary School	Certificate Of Advance Level of Secondary School	2019 to 2022
Sangu Secondary School	Certificate of Ordinary Level of Secondary School	2015 to 2019
Juhudi Primary School	Certificate of Primary school	2008 to 2015

HOBBIES

Reading Novels and plays, Launching CSI events (Charity and fund raising).
Reading articles, books, singing, watching and playing football and touring.

ADDITIONAL SKILLS

- Microsoft Office package:*Microsoft Word, Excel, Access*
- Leadership skills and good communication skills
- Excellent level in English and Swahili language by reading, speaking and writing.
- Leadership, collaborative working, negotiation and self-awareness
- Computerized Accounting System and Developing Payroll System.

ABILITIES AND RESPONSIBILITY.

- Ability to work under pressure with minimum supervision and meet objectives.
- I am trustworthy, honesty and committed.
- Ability to work in a team and perform assignment with high efficiency.
- Able to communicate openly with people of different backgrounds
- To work in a multicultural environment.
- Ability to learn and educate others.
- Ability to lead and supervise others (Leadership ethics)
- Teamwork and collaboration

EXPERIENCES:STORE KEEPER – NGUKU SPARE PARTS

LOCATION: MBEYA

PERIOD: NOV 2019 UP TO SEPTEMBER 2020

KEY RESPONSIBILITY :

- :Received and properly stored vehicle spare parts delivered by suppliers, ensuring accuracy and safety.
- :Maintained detailed records of all inventory movements using both manual registers and MS Excel.
- :Conducted regular physical stock checks and assisted in preparing weekly and monthly inventory reports.
- :Monitored stock levels and notified the procurement department when replenishment was needed.
- :Ensured proper cleanliness, organization, and safety of the store by following FIFO (First In First Out) method.
- :Issued spare parts to mechanics and walk-in customers based on official requisition forms.
- :Verified incoming deliveries by cross-checking with delivery notes and invoices before acceptance.
- :Prepared and submitted daily summaries of items issued, received, and current stock levels.

ACHIEVEMENTS:

- Reduced spare parts loss by 30% through improved stock control measures.
- Enhanced service speed by organizing the store layout for quicker product retrieval.
- Successfully implemented a simple labeling and coding system for easy tracking of parts.

SKILLS DEVELOPED:

- Inventory management & stock reconciliation.
- Proficient in Microsoft Excel for record-keeping.
- Familiar with FIFO & LIFO inventory methods.
- Ability to communicate effectively with suppliers and internal staff.
- Handling documentation such as invoices, delivery notes, and stock requisition

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