

EDNA DANIEL

DAR ES SALAAM TANZANIA

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Summary

Personable and dedicated to customer service representative with extensive in industry. Solid team player with upbeat, positive attitude and proven skill in establishing support with clients.

Motivated to maintain customer satisfaction and contribute to company success.

Skills

- i. I am a hardworking, responsible, proactive person, and I aspire to teamwork in the organization towards achieving the organization's goals and vision
- ii. Flexible in adapting to new environments, and a fast learner with new techniques and technology
- iii. Good interpersonal and report writing skills
- iv. Knowledgeable in computer applications (MS Word, Excel, and Powerpoint)
- v. Analytical skills
- vi. Attentive to details
- vii. Problem solving skills
- viii. Time management
- ix. I can work with different people and diverse cultural setups under minimum supervision

EXPERIENCE

October 2024-June 2025

Company: GUANGZHOU TRUSTEE INTERNATIONAL INFOTECH CO. LTD -DAR ES SALAAM, TANZANIA

Occupation: Data Entry and IT Technician Intern

Duties

- i. Prepare financial statements, and produce a budget according to the schedule

- ii. Analyse financial information, and summarize the financial status
- iii. Document financial actions by entering account information
- iv. Implement, maintain, and review the payroll processing and accounting system, including salaries, benefits, taxes, and other deductions
- v. Maintain and update information within a database system
- vi. Creating reports based on entered data, if needed

May 2023-December 2023

Company MS COMPANY LIMITED -DAR ES SALAAM, TANZANIA

Occupation: Assistant Accountant

Duties

- i. Prepare balance sheet reconciliation on a timely basis
- ii. Prepare financial statements and reports for management review
- iii. Reconciled expenses and financial records
- iv. Conducted regular audits of financial transactions to ensure accuracy
- v. Ensured compliance with relevant laws, regulations, policies, and procedures
- vi. Ensured compliance with relevant accounting standards and regulations
- vii. Managed daily banking transactions, including deposits, withdrawals, and transfers
- viii. Analyzed balance sheets for mistakes and inaccuracies
- ix. Analyzed financial data and produced reports for management review

June 2022-December 2022 Company: TREASURY REGISTRAR -DAR ES SALAAM TANZANIA Occupation: Accountant Trainee Duties

- i. Analyzing the strategic plans of the assigned organization
- ii. Financial analysis and reporting after a period of time, or when urgently needed, for company performance and review
- iii. Maintain accurate financial records that are free from errors, which can mislead the users of financial information
- iv. Monthly bank reconciliation
- v. Reconcile the income and expenditure accounts of the head office and branch
- vi. Preparation of reports, including the weekly cash report and monthly collection cash report
- vii. Keeping accounting records

EDUCATION AND TRAINING

Higher education

Period: 2021-2024

College: COLLEGE OF BUSINESS EDUCATION-TANZANIA

Award: Bachelor Degree in Accountancy

Advanced level

Period: 2019-2021

School: ARUSHA SEC SCHOOL-TANZANIA

Award: Advanced certificate of Secondary Education

Ordinary level

Period: 2015- 2018

School: MASAMA GIRL'S HIGH SCHOOL

Award: Certificate of Secondary Education

LANGUAGES

English Excellent

Kiswahili Excellent

REFERENCES**LEONARD TUNGARAZA MANYAMA**

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Managing Director(MD)

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AMRI ALLY

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MUSSA RAMADHANI

MULTI CLEARANCE

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CHIEF-ACCOUNTANT

Tel: +255687 519508

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DECLARATION

I, EDNA DANIEL, here by certify the information provided above is true to the best of my knowledge and I remain reliable to them.