



Magreth Credo Nyindo- Resume

Highly knowledgeable and motivated Tanzanian, holder of Diploma in Accountancy from Tanzania Public Service Collage (TPSC) and also I have certificate in accountancy from Local Government Training Institute. I am flexible, focused and maintain a calm and professional attitude at all times.

Personal Info

Mobile:

+255 743 722 968

+255 653 348 737

Email:

Magrethcredo53@gmail.com

Date of Birth:

21st March, 1995.

Gender:

Female

Marital Status:

Single

Languages:

English, Swahili.

Computer Skills

- Microsoft Package
- Internet Application

After a series of successes in academic life which includes field trainings I am looking forward to take the next step of what I know will be a long and successfully working experience. I am confident that with my knowledge, little experience and attitude I would make an excellent member of your team.

EXPERIENCE

1. From 14. 08. 2023 – 24/06/2025 at WAT SACCOS AS TELLER where I perfumed the following duties

- Cash handling in the sacco
- Promotion of the sacco products to the public
- Receiving and withdrawal deposits
- Reconcile cash on daily basis and investigate immediately any cash shortage or surplus.
- Fill in properly the daily cash summary sheet
- Ensuring promote quality services to member.
- Receive and withdrawal deposits
- Ensure prompt quality services to members
- Promote SACCOS products and services
- Education SACCOS member on the SACCOS by law, cooperative society Act and Rules
- Ensure adequately and accuracy of all accounting operation perfumed
- Recruitment of SACCOS member
- Contribute day to day activities in the SACCOS
- Participate actively and significantly in SACCOS business development
- Keep and maintain proper financial records and accounting books in accordance with SACCOS law, Rule, By – Laws, United Republic of Tanzania National Microfinance policy and international Financial Accounting Standard(IFAS)
- Comply with SACCOS standards, norms, policies and procedure
- Ensure that the sorting of cash in the cash drawers (counters) is done according to the sorting policy
- Reconcile cash on a daily basic and report and investigate immediately any cash shortages or surplus

2. February 2022: sales agent

(Property investors company)

- Put together new booking folders and mail to clients
- Complete all activities include with a clients bookings
- Design and create social medial/websites
- Establish, develop in maintain positive business in customer relationship.
- Present, promote in sell product/services using solid arguments to existing and prospective customers.

3. August 2021: Assistant accountant

(Ellgate group)

- Create and update expenses reports.
- Prepare banks deposits
- Maintain digital in physical financial records.
- To prepare financial manual
- Enter financial transactions into internal databases.

4. From August 2019 - Present: Intern

(Implementing Church Partner (ICP) – Compassion Int. Tanzania)

Knowledge Gained

- *Organize and maintain project's monthly financial reports*
- *Financial compliancy between statements and records with laws and regulations.*
- *Ways to reduce project's running costs and save money.*
- *Preparing payments*
- *Attending customers*

5. Malengo SACCOS customer care 2020

- *Guide customer through process like account setup*
- *Provide clear, accurate and timely information about product and service*
- *Handle complaints and resolve issues professionally*
- *Build and maintain strong customer relationship*
- *Assist in educating customers about our service*

EDUCATION

Sn	Institution	Start Date	End Date	Award	Achievement
1	Tanzania Public Service College	2017	2019	Diploma in Accountancy	G.P.A = 3.4
2	Local Government Training Institute - Hombolo	2015	2016	Certificate in Local Government Accounting and Finance	G.P.A = 2.7
3	Usangi Girls Secondary School	2009	2012	Advanced Certificate of Secondary Education Examination (CSEE)	Division IV
4	Same Primary School	2002	2008	Primary School Leaving Examination (PSLE)	Average Grade = B

REFEREE

Sn	Names	Relationship	Contacts
1	Cyprian Simon Manongi	Supervisor (Project Director – Compassion Int. Tanzania)	0712910011
2	John Joseph Mwasyeba	Teacher	0655353813
3	Jane Mosses Lugongo	CO- WORKER AT WAT SACCOS	0711772402

DECLARATION

I (Magreth Credo Nyindo) declare that all the information I gave above are true and correct to the best of my knowledge and that I am ready for legal actions to be taken against me if proven otherwise.

TG6519-02716



THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE
PUBLIC SERVICE MANAGEMENT

TANZANIA PUBLIC SERVICE COLLEGE
(TPSC)

DIPLOMA

This is to certify that

MAGRETH CREDO NYINDO

*Having completed the prescribed course of
study and having passed required examinations has
been awarded an*

ORDINARY DIPLOMA IN ACCOUNTANCY

NTA LEVEL 6

DA.03/17/TG.307
Registration Number

10th May, 2019
Date

JOEL MAEDA
Advocate, Notary Public &
Commissioner for Oaths
P.O. Box 65002, D.S.M.

LOWER SECOND
Classification

*Certified as a true copy
of original
16/6/2024*

REGISTRAR



DEPUTY PRINCIPAL (ARC)

THE UNITED REPUBLIC OF TANZANIA

CERTIFICATE OF BIRTH

BB/N_{o.} 1863177

No. of entry	(1)	1422/2013
Where born	(2)	GAME GOVT. HOSPITAL
Name if any	(3)	MARGRETH
Sex	(4)	FEMALE
Name and Surname of father	(5)	CERIDO PETER NYINDO
Father's occupation and residence	(6)	DECEASED
Father's Nationality	(7)	TANZANIA
Name and maiden name of mother	(8)	ELIZABETH VENANCE
Mother's occupation and residence	(9)	DECEASED
Mother's Nationality	(10)	TANZANIA
Signature, description and residence of informant	(11)	AS PER APPLICATION IN WRITING FORM RD 15 AND SIGNED BY ZIADA RAJABU NYINDO GRANDMOTHER
Date of Birth	(12)	TWENTY FIRST MARCH 1995
Date of registration	(13)	SECOND OCTOBER 2013
Signature of registering officer	(14)	M.A. MSANGI
Baptismal name if added or altered after registration of birth	(15)	/

Certified under the Births and Deaths Registration Ordinance (Cap. 108 of the Laws), to be a true copy of an entry in the register in my custody of Births for the District of SAME Dated this 2nd day of OCTOBER 2013

Fee Paid Shs. 2,000/=

APP-DSM

JOEL MAEDA
Advocate, Notary Public &
Commissioner for Oaths
P.O. Box 63302, D.S.M.

*Copy is true
copy & signed
16/6/2021*

Joel Maeda
DISTRICT REGISTRAR
BIRTH & DEATH
SAME



THE UNITED REPUBLIC OF TANZANIA

PRESIDENT'S OFFICE
PUBLIC SERVICE MANAGEMENT



TANZANIA PUBLIC SERVICE COLLEGE
(TPSC)

CERTIFICATE

This is to certify that

MAGRETH CREDO NYINDO

*Having completed the prescribed course of
study and having passed required examinations
has been awarded a*

TECHNICIAN CERTIFICATE IN ACCOUNTANCY

NTA LEVEL 5

DA.03/17/TG.307
Registration Number

PASS
Classification

25th May, 2018
Date

REGISTRAR



DEPUTY PRINCIPAL (ARC)
TG518-1067

JOEL MAEDA
Advocate, Notary Public &
Commissioner for Oaths
P. O. Box 63302, D.S.M.

*Certified as a true
copy original
16/6/2021*

The National Examinations Council of Tanzania



Certificate of Secondary Education

This is to certify that MAGRETH CREDO NYINDO

Index No. S0243-0050

sat for the Certificate of Secondary Education Examination

at USANGI GIRLS SECONDARY SCHOOL

in OCTOBER 2012

and qualified for the award of a

CERTIFICATE OF SECONDARY EDUCATION

in Division FOUR.

after attaining the following performance:-

Subject	Grade
CIVICS	D (PASS)
HISTORY	D (PASS)
GEOGRAPHY	D (PASS)
BIBLE KNOWLEDGE	F (FAIL)
KISWAHILI	D (PASS)
ENGLISH LANGUAGE	D (PASS)
CHEMISTRY	D (PASS)
BIOLOGY	D (PASS)
BASIC MATHEMATICS	F (FAIL)

JOEL MAEDA
Advocate, Notary Public &
Commissioner for Oaths
P. O. Box 63302, D.S.M.

*Original as copy
of Original
16/10/2012*

[Signature]

Chairperson

[Signature]

Executive Secretary

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