

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

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.

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 saccos
 - Promotion of the saccos products to the public
 - Receiving and withdrawal deposits
 - Reconcile cash on daily basis and investigate immediately any cash shortage of 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 recordswith 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

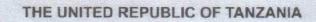
REFEREE

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

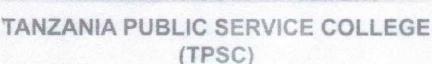
DECLARATION

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

TG6519-02716



PRESIDENT'S OFFICE PUBLIC SERVICE MANAGEMENT



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

LOWER SECOND
Classification

JOEL MAEDA Advocate, Notary Public &

DEPUTY PRINCIPAL (ARC)

REGISTRAR



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TANZANIA Births and Deaths Registration Ordinance (Cap. 3AME. in Tanzania.	(3)	(2)	(3)	3	(5)	(9)	(2)	(8)	(6)	(10)	(II)	(12)	(13)	(14)	(15)
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THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE MANAGEMENT



TANZANIA PUBLIC SERVICE COLLEGE (TPSC)

CERTIFICATA

This is to certify that

MAGRETH CREDO NYINDO

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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

xaminations Council





Certificate of Secondary Education

This is to certify that MAGRETH CREDO NYINDO

JUEL MAE Advocate, Notary Public & Commissioner for Oaths

Index No. s0243-0050

sat for the Certificate of Secondary Education Examination

AT USANGI GIRLS SECONDARY SCHOOL and qualified for the award of a

IN OCTOBER 2012

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	0	(PASS)
ENGLISH LANGUAGE	D	(PASS)
CHEMISTRY	D	(PASS)
BIOLOGY	D	(PASS)
BASIC MATHEMATICS	F	(FAIL)

Klubuken sels

Chairperson

Executive Secretary

