

Curriculum Vitae (CV)

Martha Edwin Makingi

1.0 PERSONAL DETAILS

Full name: Martha Edwin Makingi
Phone number: +255 683 212 609
Professional email: martha.makingi25@gmail.com
Language: English and Swahili-Fluent (writing, listening & speaking)
Location: Ubungo, Dar es Salaam, Tanzania

2.0 PROFESSIONAL SUMMARY

Results-oriented professional with a solid foundation in Accounting, Finance, and Marketing, complemented by practical expertise in Financial Accounting, Management Accounting, Sales, and Marketing. Gained hands-on experience in financial analysis through practical assignments at Ardhi University, while independently developing strong sales and marketing capabilities through extensive self-study. Inspired by leading works such as *The Art of the Sale* by Philip Delves Broughton and *The Challenger Sale* by Matthew Dixon & Brent Adamson, I have successfully applied innovative sales and marketing strategies to grow my small business, MEMAH BEAUTY. By bridging financial data insights with customer-focused strategy, I bring a unique ability to drive financial growth and deliver value through integrated financial management and market-driven solutions.

3.0 EDUCATION BACKGROUND

2022 - Nov 2025	Ardhi University, Dar es Salaam Bachelor of Science in Accounting and Finance
2020 - 2022	Benjamin William Mkapu Secondary School Advanced Certificate of Secondary Education (ACSE)
2016 - 2019	Jangwani Secondary School Certificate of Secondary Education (CSE)
2009 - 2015	Mt. Kilimanjaro Primary School Certificate of Primary Education

4.0 PROFESSIONAL SKILLS

Hard skills		Soft skills
Accounting & Finance	Marketing	
Financial accounting	Sales Techniques and Negotiation	Time Management
Management accounting	Digital and Social Media Marketing	Teamwork and Collaboration
Financial Reporting and Analysis	Customer Relationship Management	Networking and Relationship-Building

Budgeting and Forecasting	Market Research and Customer Analysis	Attention to Detail
Taxation Basics	Business Development Planning	Analytical Thinking
Auditing Principles		Adaptability & Learning
COMPUTER USE		LEVEL
MS Office Suite (Word, Excel, PowerPoint, Access)		INTERMEDIATE
Financial Software (Tally and QuickBooks)		INTERMEDIATE
Statistical Software (SPSS)		INTERMEDIATE
Data Entry and Database Management		INTERMEDIATE
Internet Research and the use of AI		ADVANCED

5.0 PROFESSIONAL EXPERIENCE

Period: July 2024 to October 2024

Position: Accounting Intern

Organization: National Health Insurance Fund (NHIF), Dar es Salaam

Responsibilities

- Prepared and processed payment vouchers and invoices to enhance financial accuracy and compliance.
- Verified bank receipts and transactions to ensure data integrity in financial reports.
- Maintained daily cash book records to improve organisational accountability.
- Issued cheque payments and coordinated with vendors, demonstrating strong customer service and relationship-building skills.
- Collaborated with colleagues to improve reporting systems, showcasing effective teamwork abilities.

6.0 HOBBIES

➤ Reading: ➤ Watching movies: ➤ Exploring new places: ➤ Listening to music

7.0 REFEREES

7.1 Tyson Simple Mbedule, Assistant Lecturer (Ardhi University)

Email: tyson.mbedule@aru.ac.tz | Tel: +255 767 774 150

7.2 Saidi Ahmad, Senior Receptionist (National Health Insurance Fund-NHIF)

Email: said.ahmad@nhif.or.tz | Tel: +255 718 171 378

7.0 DECLARATION

I, Martha Edwin Makingi, hereby declare that the information provided in this Curriculum Vitae is true and correct to the best of my knowledge and belief.