

PERSONAL INFORMATION

Surname: MWAPINGA

First name: LEONARDA

Middle name: ROMANUS

Date of Birth: 9th October, 2001

Nationality: Tanzanian

Sex: Female

Marital status: Single

Contact Address: P.O.Box 392, Kidatu

Email Address: romanusleonarda6@gmail.com

Mobile: +255 616 050 124 / +255 742 328 303

PERSONAL PROFILE

I am calm and polite demeanor with ability to handle special customer requests and correspondences in a professional and courteous attitude, and a methodological, customer-focused approach to work and a strong drive to see things through to completion. I can utilize my skills and creatively involved with a system that effectively contributes to the growth of organization.

EDUCATION BACKGROUND

2022-2025 Institute of Finance Management (IFM), Tanzania

Bachelor degree of Science in Taxation

2020-2022 Baobab Secondary School, Tanzania

Award: Advanced Certificate of Secondary Education (ACSEE)

2015-2019 Malecela Secondary School, Tanzania

Award: Certificate of Secondary Education (CSEE)

2005-2014 St. Peter Clavery Primary School, Tanzania

Award: Certificate of Primary Education (PSLE)

EXPERIENCE HELD AND TRAINING

Shop attendant, UHENGA HARDWARE (July – September 2025)

- Arrange, display and restock items on shelves
- Keep records of sales and inventory movement
- Handle cash, mobile money accurately
- Answering customer inquiries about product features, prices and availability
- Check product quality and report damaged or expired stock
- Follow safety procedures when handling sharp or heavy tools
- Promote new products or special offers to customers

Field practical training – Tanzania Revenue Authority (July-Sept.2023 & July-Sept.2024)

- Record keeping and Reporting. Recording and updating taxpayers records in the TRA's database.
- Taxpayers services. Assisting taxpayers with tax registration, filing and payment procedures, providing information and guidance on tax regulations, rates and incentives, responding to inquiries via phone, email, or in-person visits.
- Tax compliance monitoring. Verification of taxpayers information, outstanding tax obligations, reviewing filed tax returns for accuracy, and identifying non-compliance and underreporting.
- Tax collection enforcement. Monitoring tax payments and issuing reminders for overdue taxes. And initiating enforcement actions like, penalties, interest for non-compliant taxpayers.
- Training and updating knowledge. Attending internal workshops or training sessions to stay up-to-date on changes in tax laws, regulations, and best practices.

- Collaboration and meetings. Collaborating with other departments, like legal or customs, for joint enforcement actions. Also, discussing progress, challenges and new initiatives.
- Site visits. Visiting business premises to verify registration, operation, and tax compliance. Offering on-site guidance or conducting compliance checks.

EXTRA CURRICULUM

Tax Club Member: Baobab Secondary School

Award: Certificate

Outstanding clean and smart student: Malecela Secondary School

Award: Certificate

INTERPERSONAL AND OTHER SKILLS

Flexible and eager to learn

Creative and conflict handling ability

Tax preparation and compliance

Customer-focused advisory skills

Good communication skills

Knowledge in using computer application programs ie, MS word, PowerPoint, excel

HOBBIES

Travelling

Volunteering in community activities

Playing Basketball

LANGUAGES

English: Fluent

Swahili: Fluent

REFEREES

Dr. Richard Fue Kiangi

Senior Lecture, Institute of Finance Management

P.O.BOX 3918, Dar es salaam

richard.kiangi@ifm.ac.tz

+255 713 442 602

Mr. Michael Ngh'wabo

Academic Teacher, Malecela Secondary School

maiconghwabo@gmail.com

+255 678 194 926

Mr. Nuru Chale

Tax Management Officer, TRA Morogoro

chale.nuru890@gmail.com

+255 715 078 772

DECLARATION

I Leonarda R Mwapinga, hereby declare to the best of my knowledge and belief that the above information is correct and true.

Signature: lrmwapinga

Date: 5th October, 2025

