

LAZARO NYAMETE MFAUME

**ACCOUNTANT
BA, ACCOUNTING WITH IT**

PROFESSIONAL EXPERIENCE

Bachelor's degree holder in Accountancy with Information Technology, equipped with strong technical skills in accounting software including Tally.ERP 9, QuickBooks, and advanced Excel. Skilled in managing accounts payable, financial data analysis, and supporting accurate reporting processes. Detail-oriented, adaptable, and eager to contribute to organizational growth through sound financial management and technology-driven solutions.

WORK EXPERIENCE

ARUSHA ELECTRONICS ENTERPRISES

Sept 2022 – June 2025

- Managed accounts payable and receivable, ensuring timely processing of invoices and payments.
- Prepared and maintained accurate financial records, including ledgers and reconciliations.
- Utilized accounting software (Tally.ERP 9 and Excel) to record transactions and generate financial reports.
- Assisted in budget preparation, expense monitoring, and supporting internal financial audits.

TANZANIA REVENUE AUTHORITY MOROGORO

July 2024 – OCTOBER 2024

- Assisted in the verification and processing of taxpayers' records and documentation.
- Supported revenue collection procedures, including data entry, filing, and reconciliation of tax payments.
- Gained hands-on experience in the use of accounting software and Excel for tracking financial transactions.
- Collaborated with officers in preparing reports, handling inquiries, and ensuring compliance with tax regulations.

EDUCATION

INSTITUTE OF ACCOUNTANCY ARUSHA 2022 – 2025

Bachelor degree in Accounting with Information Technology

SUYOO VIJANA RESOLUTION June 14–21 (2025)

I take a course in accounting and finance software, gaining skills in Tally.ERP 9, QuickBooks, Taxpayer Portal, Advanced Excel, Sage Accounting, Microsoft Dynamics 365, Zoho Books, and SAP (FI/CO), which have equipped me with the ability to manage financial records, process transactions, and generate accurate reports effectively.



 +255 746340576

 lazaronyamete98@gmail.com

 lazaronyamete98@yahoo.com

 Arusha TANZANIA

SKILLS

- Bookkeeping
- Tax Filing
- Data Entry
- Data Analysis
- Cost Reduction Management
- Public Accounting
- Business Budgeting
- Business Assessments

LANGUAGES

- English
- Swahili
- France