# **CURRICULUM VITAE (CV)**

#### 1. CONTACT INFORMATION

Name : Miriam Charles Kwikazanya

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Email: <u>miriamcharles533@gmail.com</u>

P.O Box : 5 Malo Lushot o, Tanga

#### 2. BIOGRAPHY

Date of Birth: 02<sup>nd</sup> March 1999

Place of Birth: Lushot o- Tanga

Gender status: Female

Marital Status: Single

Prof essional: Account ant

Citizenship: Tanzanian

#### 3. PROFILE

I am Holder of Bachelor Degree of Accountancy at the Tanzania Institute of Accountancy (TIA). I have broad Knowledge in Financial reporting, Auditing, Financial Accounting, Management Accounts, Cost Accounting, Communication Skills, Co-operative Accounting, Research Method and Elementary Mathematics, Taxation theory and practice, Business Law and Entrepreneurship.

Self-motivated having well interpersonal and leadership skills, I can make independent decision and take initiative very quickly.

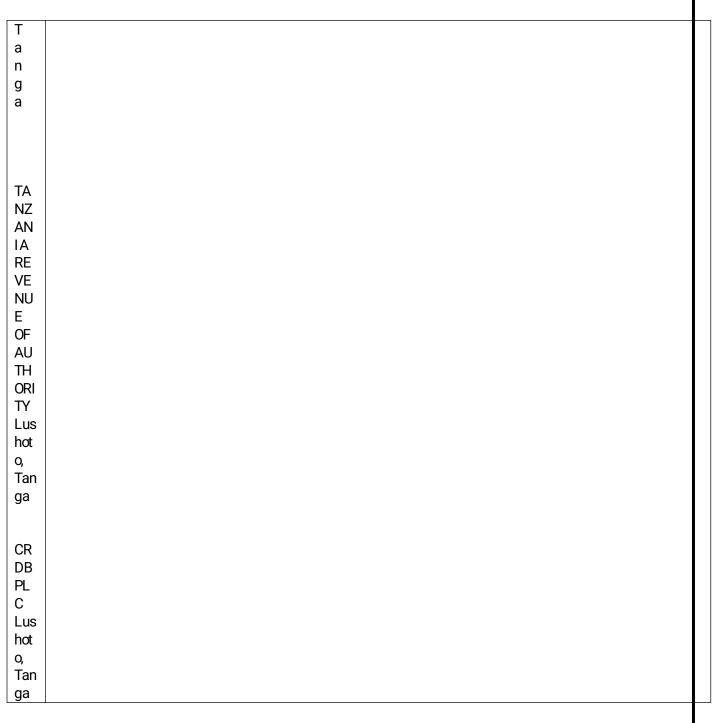
#### 4. EDUCATION AND BACKDROUND

Education	School/Institute	Award	Year
Institution	TANZANIA INSTITUTE OF	Bachelor Degree of	2023- 2025
	ACCOUNTANCY (TIA)	Account ancy	
Institution	TANZANIA INSTITUTE OF	Diploma in	2020- 2022
	ACCOUNTANCY (TIA)	Account ancy (DA)	
A- level	MWIKA HIGH SCHOOL	ACSE	2016- 2018

O- Level	
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### 5. WORK AND EXPERIENCE:

Со	POSITION AND WORK PERFORMED
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Min	
istr	
у	
NO	Position: ACCOUNTANT
RT	Prepare budget for Various project
H	Processing of payment Voucher, posting Voucher in the cash book.
EA	Banking Reconciliation.
ST	Posting data into respective ledgers.
ER	Position; INTERN
N	.Process application of newtaxpayers
DIO	Prepare tax assessments and revenue collections report
CE	Filling tax inf or mation
SE	Registration of Taxpayer Identification Number(TIN)
L	
u	Position; INTERN
S	Create bank account for customer
h	Activate dormant accounts for customer
0	PIN activation
t	Loan process and visiting customer
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## 6. ADDITIONAL SKILLS

Computer application:	Microsoft Word	Microsoft excel	Microsoft pubisher
Information to			
comput er			
Interest and Hobbies:	Commercial newspaper	Daily update on	Working with people
Reading books		business issues and	from diverse nations.
		global economic	
		matters	

## 7. LANGUAGE

Language	Speaking	Reading	Writing
English	Excellent	Excellent	Excellent
Kiswahili	Excellent	Excellent	Excellent

# 8. <u>REFEREES</u>

Charles Eugene Semiono	Alex Henrick Mengo	Amon Tamilwai Baruti
Tax Management Assistant II	Branch Manager	Country Manager
Tanzania Revenue Authority	Usambara Cooperative Union	Estecitd
P.O Box 26	P.O Box 23	P.O Box 2345
Mwanza	Soni, Tanga	Dar es salaam
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mail:charleseugen5@gmail.com		-

I, MIRIAM CHARLES Certify that all Information provided above is true to the best of my							
knowledge and remain liable for it.							
Miriam Charles							