

CURRICULUM VITAE (CV)

1. CONTACT INFORMATION

Name : Miriam Charles Kwikazanya
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Email : miriamcharles533@gmail.com
P.O Box : 5 Mlalo Lushoto, Tanga

2. BIOGRAPHY

Date of Birth: 02nd March 1999
Place of Birth: Lushoto- Tanga
Gender status: Female
Marital Status: Single
Professional: Accountant
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 BACKGROUND

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

O- Level	KONGEI SEC	CSEE	2012- 2015
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5. WORK AND EXPERIENCE:

Co mp any / Min istr y	POSITION AND WORK PERFORMED
NO RT H EA ST ER N DIO CE SE L u s h o t o ,	Position: ACCOUNTANT • Prepare budget for Various project • Processing of payment Voucher, posting Voucher in the cash book. • Banking Reconciliation. • Posting data into respective ledgers. Position; INTERN • .Process application of new taxpayers • .Prepare tax assessments and revenue collections report • .Filling tax information • .Registration of Taxpayer Identification Number (TIN) Position; INTERN • Create bank account for customer • Activate dormant accounts for customer • PIN activation • Loan process and visiting customer

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6. ADDITIONAL SKILLS

<i>Computer application:</i> Information to computer	Microsoft Word	Microsoft excel	Microsoft publisher
<i>Interest and Hobbies:</i> Reading books	Commercial newspaper	Daily update on business issues and global economic matters	Working with people from diverse nations.

7. LANGUAGE

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

8. REFEREES

Charles Eugene Semiono Tax Management Assistant II Tanzania Revenue Authority P.O Box 26 Mwanza Cell: +255 762824472 E-mail: charleseugen5@gmail.com	Alex Henrick Mengo Branch Manager Usambar a Cooperative Union P.O Box 23 Soni, Tanga Cell: +255 715838409 Email: alexmengo09@gmail.com	Amon Tamilwai Baruti Country Manager Estec Ltd P.O Box 2345 Dar es salaam Cell: +255 712000781 Email: amon@esteckenya.com
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9. CERTIFICATION

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

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Miriam Charles

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