

CURRICULUM VITAE

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A. PERSONAL INFORMATION

- **Full Name:** Joseph Nakembetwa Joseph
- **Date of Birth:** 02th February 2002
- **Gender:** Male
- **Marital Status:** Single
- **Nationality:** Tanzanian
- **Place of Birth:** Singida, Kiomboi
- **Current Residence:** Dar Es Salaam.



B. PROFILE

Dedicated and compassionate Accountant with a Bachelor's Degree of Accounting I am an energetic, faithful, and ambitious individual with a mature and responsible approach to any task I undertake or situation I encounter. I excel in collaborating with others to achieve objectives efficiently and with excellence.

C. LANGUAGE PROFICIENCY

Language	Speak	Read	Write
Swahili	Very Good	Very Good	Very Good
English	Very Good	Very Good	Very Good

D. EDUCATION BACKGROUND

Duration	Institution Attended	Award
2022 -2025	The Institute of Finance Management	Bachelor Degree of Accounting
2020 -2022	Imboru Secondary School	Advanced Certificate of Secondary Education
2016 -2019	Sarwatt Secondary School	Certificate of Secondary Education
2009 -2015	Masagi Primary School	Certificate of Primary Education

E. WORK EXPERIENCE

1. MBULU TOWN COUNCIL

Position: Field Practical Training as Assistant Accountant

Responsibilities:

July 2023 – September 2023

- Preparing payment voucher Normal voucher and Local Purchasing Order
- Pre Auditing of voucher
- Create payee/ vender in the system
- Performing of Bank reconciliation
- Preparing of daily, weekly and monthly financial report
- Preparing of petty cash
- Cash receipt receiving/enter the cash receipt and posting in the system (MUSE)
- Performing allocation and distribution of funds from the core center
- generating control number for revenue collection.
- To survey in different places looking for business works without pay for service levy and business licenses.
- Collection of service levy through electronic government payroll or pay system

2. MUHIMBILI NATIONAL HOSPITAL

Position: Field Practical Training as Assistant Accountant

Responsibilities:

July 2024 – September 2024

- Preparing of daily, weekly and monthly financial report
- Preparing of petty cash
- Performing of Bank reconciliation
- generating control number.
- Preparing of the provision, final bills and discharge summary
- Filling of insurances form such JWTZ, NSSF, cancellation form and refunding form
- Preparing of reminder and updating service according to the category of patient

F. SKILLS

- **Accounting Software Skills:** JAVA, MUSE, TAUSI & TALLY.
- **Computer Skills:** Proficient in Microsoft Office, Email, Excel, and social media.
- **Interpersonal Skills:** Communication
 - Problem-solving
 - Leadership
 - Time management
 - Decision making

G. SHORT COURSE

Soft skills training based on Excel for finance and accounting; I attended excel training conducted at The Institute of Finance Management organized by the Faculty of Business and Economics. It was on 1- 5. August.2025. I learned the basic principle of excel on the angel of finance and how can use the excel on preparing the financial budget and conducting the accounting accountant activities

Students for liberty Africa: I attended East Africa Regional conference at Dar es Salaam. It was on February 8, 2025. I learned on how self-determination may lead to ensure Confidentiality, Integrity and Accountability towards meets the individual and organizations goals.

Taxation on digital economy: I learned on how is it possible for a country to deal with digital economy. It was on 2022 events conducted at Institute of Finance Management, Among the bigger challenge facing countries is how to impose tax to this digital economy. Also, I learned on how to file returns.

H. CARRIER OBJECTIVES

Am highly motivated and self-initiated able to cope with the rigors of work at any organization. Resourceful, passionate and dedicated social development graduate able to collaborate with cross functional team with the vision of making the quality of social services better in the community, achieve continuous improvement and far-reaching objectives.

I. REFEREES

1. Mwamba Ally Jingu

- FCPA; PhD, Leacture
- IFM (Dar Es Salam Main Campus)
- P.O. Box 72399, Dar es Salaam
- Phone: +255 674 612 099
- Email: mwamba.jingu@gmail.com

2. Greyson Nyantamba

- o Leacturer
- o IFM (Dar Es Salam Main campus)
- o P.O. Box 72399, Dar es Salaam.
- o Phone: +255 745 238 790
- o Email: Greyson.nyantamba@ifm.ac.tz

3. Abbas Mohammed

- o Accountant
- o Muhimbili National Hospital
- o P.O. Box 65000, DSM
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- o Email: Mohamed.mtowahanje@mnh.or.tz

DECLARATION

I hereby declare that the information provided above is true to the best of my knowledge. I take full responsibility for the correctness of the details shared.

Signature .

Date: 21/07/2025.