

CURRICULUM VITAE (CV)

1. PERSONAL DATA

Name: WARDA R SEIF

Nationality: Tanzanian

Sex/ Gender: Female

Date of birth: 27th August 2001

Marital status: Single

Telephone: +255685020607

Email: seifwarda2001@gmail.com

2. EDUCATION BACKGROUND

YEAR	INSTITUTION	PROGRAME	LEVEL
2022-2025	INSTITUTE OF FINANCE MANAGEMENT (IFM)	Bachelor of Accounting	Degree
2020 – 2022	INSITUTE OF FINANCE MANAGEMENT (IFM MWANZA CAMPUS)	Diploma in Banking and Finance	Diploma
2019-2020	INSITUTE OF FINANCE MANAGEMENT (IFM MWANZA CAMPUS)	Certificate in Banking and Finance	Certificate
2015-2018	KISUTU GIRLS SECONDARY SCHOOL	Certificate of secondary school (CSE)	Ordinary level
2008-2014	MAKUBURI PRIMARY SCHOOL	Certificate of primary school Education	Primary level

3. WORK EXPERIENCES

INSTITUTION	TANZANIA REVENUE AUTHORITY
LOCATION	Kinondoni, Dar Es Salaam
POSITION	Tax officer Accountant
DURATION	From July 2023 to September 2023 and From July 2024 to September 2024
RESPONSIBILITY	• To file return • Customer care services • Educating taxpayers • Prepare cheque for payments
PLACE	ROYAL STAR FURNITURE LIMITED
POSITION	ACCOUNTANT
DURATION	2023-2025
RESPONSIBILITY	• Maintain and update financial records including ledgers, invoices, and payroll • Manage accounts payable and receivable to ensure timely payments • Ensure compliance with TRA tax • Reconcile bank statements and support budgeting processes

OTHER EXPERIENCE

I have strong leadership and team organization skills, which I developed through serving as a class representative.

Skills on using different software like EPR 9, Excel, words and Oracle application.

4. PROFESSIONAL SUMMARY

Strength and Skills	• Guidance and counselling such as management skill and communication skills, leadership skills. • Flexible to work at any place in any time or in any dynamic environment • Excellent in building relationship between the customers and officers • Working in team work • Integrity, trustfulness and obedient.
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HOBBIES/ INTEREST

- Movie Fan
- Reading stories books
- Learning new language
- Internet surfing

REFEREE

ENGINEER ABUU JUMA

ENGINEER

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