

CURRICULUM VITAE

PERSONAL DETAILS/CONTACTS

Full Name: ODILIA PETER KIMARO

Gender: FEMALE

Date of Birth: 18/11/1999

Mobile No: +255 684 316 318

Email: odiliapeter49@gmail.com

CAREER OBJECTIVE

To excelling my professional pursuit through hard work, integrity, objectivity, diligence, and full determination keeping myself dynamic visionary competitive as well as utilizing my talent knowledge and skills to the best in conjunction with organization goals and objectives.

PROFESSIONAL SUMMARY

A result-driven and detail-oriented Finance professional with a Bachelor's degree in Banking and Finance and hands on experience in budgeting, tax compliance and payroll management. Currently working as a Finance Manager at Lugo Africa Co. Ltd, with a proven track record of managing financial operations and improving accuracy in reporting. Experienced in both public and private sector environments, with internship at TANESCO and Tanzania Building Agency.

EDUCATION AND QUALIFICATIONS

YEARS	ACADEMIC INSTITUTION	ACADEMIC QUALIFICATION ATTAINED
2019-2022	Institute Of Finance Management	Bachelor In Banking and Finance
2017-2019	Kibondo Girls Secondary School	Advanced Certificate Of Secondary Education Examination (ACSEE)
2013-2016	Roneca Girls Secondary School	Certificate Of Secondary Education Examination (CSEE)
2006-2012	Tumaini Primary School	Certificate of Primary Leaving Education (CPLE)

WORKING EXPERIENCE		
September 2020- November 2020	TANESCO-ILALA BRANCH	Field Attachment Training
August 2021- October 2021	TANZANIA BUILDING AGENCY-Oyster bay Branch	Field Attachment Training
2022-Up To Date	LUGO AFRICA (T) LTD	FINANCE MANAGER

KEY COMPETENCES (THROUGH WORK EXPERIENCE)

- ❖ Leadership and coordination skills.
- ❖ Excellent interpersonal communication skills.
- ❖ Flexibility and adaptability in managing multiple priorities.
- ❖ Able to work independently with minimum supervision.
- ❖ Practical experience in using various Microsoft office programs like MS-word, MS-Excel, MS-Publisher and internet.

EXTRA CURRICULAR ACTIVITIES

- ❖ Ensure compliance with tax regulations, including VAT and PAYE filings
- ❖ Manage payroll processing and ensuring proper deductions.
- ❖ Perform account reconciliations and maintain accurate financial records
- ❖ Monitor company expenditures and assist in budgeting preparation.
- ❖ Coordinate with external auditors and provide necessary documentation.
- ❖ Managing accounts payable and receivable.
- ❖ Using accounting software for data entry and financial analysis.
- ❖ Maintain asset registers and inventory records.

CERTIFICATION

I, the undersigned, certify that to the best of my knowledge and belief, these data clearly describe me, my qualifications and experience.

Full name: **ODILIA PETER KIMARO**

Signature: 

REFEREES

Name: Collins Audax Karani

Title: Field Officer

Organization: FHI360

Mobile: 0656996116

Email: audaxc@yahoo.com

Name: Yusuph Salim Seif

Title: Clearing and Forwarding Officer

Organization: Extra Mileage Company Limited

Mobile: 0718511501

Email: yusuphsalum28@gmail.com

Name: Baraka M Masatu

Title: IT officer

Organization: Lugo Africa

Mobile: 0765393504

Email: masatubarakam@gmail.com