

Résumé

Rosemary Raphael Massawe

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OBJECTIVE

To find a challenging position to meet my competencies, capabilities, skills, education and experience.

PROFILE

A Certified Public Accountant (CPA) (T) who is highly motivated and willing to professionally contribute skills in accountancy and other field relevant to it, Practice as well as exercise strong and excellent accounting business skills and principles. I am reliable and trustworthy to manage multiple tasks, committed, friendly, and flexible and an adaptable to various conditions, realistic and comprehensive in all fields relevant to it. I am able to prioritize my workload, to monitor and work with stakeholders and client by consider the empathy map and to work on my own initiative and in a team.

PERSONAL INFORMATION

Birth date: 4 October 1990

Nationality: Tanzanian

Sex and Marital Status: Female, single

EDUCATION BACKGROUND

Year	Institution/college	Course	Award
2017-2019	NATIONAL BOARD OF ACCOUNTANTS AND AUDITORS	CERTIFIED PUBLIC ACCOUNTANCY	CPA (T) CERTIFICATE
2013-2016	TANZANIA INSTITUTE OF ACCOUNTANCY	BACHELOR DEGREE IN ACCOUNTANCY	BACHELOR DEGREE IN ACCOUNTANCY

2011-2013	TANZANIA INSTITUTE OF ACCOUNTANCY	DIPLOMA IN ACCOUNTANCY	DIPLOMA IN ACCOUNTANCY
2009-2011	ST ANTHONY'S SECONDARY SCHOOL- MBAGALA	ADVANCE LEVEL	ADVANCE SECONDARY EDUCATION EXAMINATIONS CERTIFICATE
2008	UNIVERSITY COMPUTING CENTER	SHORT COURSE ON COMPUTER APPLICATION	CERTIFICATE OF ATTENDANCE PROGRAMS.MICROS
2005-2008	MACHAME GIRL'S SECONDARY SCHOOL	ORDINARY LEVEL	SECONDARY EDUCATION EXAMINATIONS CERTIFICATE
1998-2004	BONGOYO PRIMARY SCHOOL	PRIMARY EDUCATION	PRIMARY SCHOOL LEAVING CERTIFICATES

EMPLOYMENT RECORD

Year	Institution	Position	Duties
JUNE 2020 UP TO DATE	BANDARINI SACCOS LTD	INTERNAL AUDITOR	<ul style="list-style-type: none"> -Ensure BANDARINI SACCOS strategies are implemented according to its Policies and Guidelines -Ensure that the internal control system is fully operational - Assist in advising other departments in establishing effective internal control systems - -Collaborate with the Auditor General in ensuring that financial records are maintained in accordance with international accounting system and other guidelines -Review monthly, quarterly, half year and yearly inventory to ensure they meet the quality standards set

			<ul style="list-style-type: none"> -Through financial Policies, budget controls and leadership and accounting techniques and advise accordingly;
2018-MAY 2020	NYUMBA SACCOS LTD	LOAN OFFICER	<ul style="list-style-type: none"> -Preparation and attend on loan committee meeting -Set credit policies, credit lines, procedures and standards in conjunction with manager. -Market loans products to members and promoting NYUMBA SACCOS services that may meet customers' needs. -prepare and issue loan schedule to the member. -Negotiate payment arrangements with members who have delinquent loans. - Explain to customers the different types of loans and credit options that are available, as well as the terms of those services.
APRIL 2015 UP TO 2018	NYUMBA SACCOS LTD	LOAN OFFICE CUM ACCOUN TANT	<ul style="list-style-type: none"> -Preparation of payment Vouchers and Cheques -Maintain Petty Cash/Imprests -Perform entries into Cashbooks. -Perform Monthly Bank reconciliation -Attend External Auditor -Annual and Quarterly Budget Preparation -Budget Utilization/Performance Monitoring -Monthly Payroll Preparations -Advisory role to Manager and the Board -Posting entries into cashbook (Softcopy) -Preparation of General Ledger -Journal Preparation and recording -Bank Reconciliation on Monthly basis

			-Final Account Preparation - IFRS based
June 2013 –MARCH 2015	NYUMBA SACCOS LTD	ASSISTANT ACCOUNTANT AS A VOLUNTEER	-Bank reconciliation -Preparing cashbook -issuing of receipts and payment voucher. -preparing cheque book registrar
July-September 2012	NYUMBA SACCOS LTD	PRACTICAL TRAINING AS AN ACCOUNTANT	-Preparing of receipts and payment books -Preparing saving schedule of each member

EXCEPTIONAL PERFORMANCE HISTORY

- I have good performance history since I started working as Accountant I have a record of obtaining a Clean CAG Report (Unqualified Opinion)

PAPER (Presentations and Publications)

- SECOND YEAR (TIA),

Title: *The relation between theories learned during courses and practical application in working area.*

PART TIME WORKS

Apart from my employment, I have been working on part time bases with various companies such as

- Vipimo SACCOS

This is the Microfinance Institution, which deals with the Savings and Credit issues, through this Company I have been assist on preparing on the financial reports.

- Kimara catholic SACCOS

This is the Microfinance Institution, which deals with the Savings and Credit issues, through this Company I have been assist on preparing on the financial reports.

- Mafuta SACCOS

This is the Microfinance Institution, which deals with the Savings and Credit issues, through this Company I have been assist on preparing on the financial reports.

- CCM ofisi ndogo SACCOS

This is the Microfinance Institution, which deals with the Savings and Credit issues, through this Company I have been assist on preparing on the financial reports.

- Ilulu SACCOS -Lindi

This is the Microfinance Institution, which deals with the Savings and Credit issues, through this Company I have been assist on preparing on the financial reports.

SKILLS

Computing (Trained and Experienced in Word and Data Processing using Spreadsheets.)

Writing (Performance Reports, Development Projects, Business and Strategic Plans)

Interpersonal Skills, Leadership Skills, Training and Facilitation, Research and Project Management.

LANGUAGES SPOKEN:

KISWAHILI (Fluent)	ENGLISH (Fluent)
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AREAS OF PERSONAL INTEREST

Organizational and Business Management, Finance and Accounting (Particularly Auditing, project management, ICT, Entrepreneurship and SME Development for poverty alleviation), Traveling and Interaction with people, Volunteer Services and Community Work, Research, HIV/AIDS Awareness and Counseling, Art and Entertainment (Movies, Sports-Soccer and Music).

REFEREES

<p>MR. FRANK KIDAGAA, TAX MANAGEMENT OFFICER, TANZANIA REVENUE AUTHORITY (TRA), P.O BOX 296, KIGOMA, MOBILE PHONE 0717-113232 EMAIL: skidagaa@tra.go.tz</p>	<p>MR. KHAMIS N. MNDOHOLELE, FINANCE AND ADMINISTRATION MANAGER, NHC AND PPF INVESTMENT CO. LTD, P.O BOX 77687 DAR ES SALAAM MOBILE PHONE: 0713-974 181 EMAIL: khansmndoholele@yahoo.com</p>
<p>MISS. LEAH MBILINYI, MARKETING AND TRAINING OFFICER, NOSACCU JCE LTD P.O BOX 1305, MOSHI, MOBILE PHONE: 0768917743 EMAIL: leah@nosaccu.com</p>	