

MARK ELIAS MOSHI

ACCOUNTANT

CONTACT

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PERSONAL STATEMENT

I AM GRADUATE ACCOUNTANT AND VERY AMBITIOUS TO IMPART MY SKILLS AND KNOWLEDGE ACQUIRED. I AM A VERY ENGAGING PERSON, HIGHLY ORGANIZED AND DETAIL ORIENTED WITH A GOOD UNDERSTANDING OF ACCOUNTING PROCESSES AND PROCEDURES AND CUSTOMER RELATIONSHIP MANAGEMENT. I HAVE A HIGH LEVEL OF INTEGRITY, STRONG COMMUNICATION SKILLS AND A CUSTOMER ORIENTED PERSON WITH EXCEPTIONAL LEVEL OF PROFESSIONALISM, CONFIDENTIALITY, SELF MOTIVATION, INTERPERSONAL SKILLS AND GREAT IN MAINTAINING WORKING RELATIONSHIPS WITH TEAM AND CLIENTS AT ALL LEVELS. I HAVE UNIQUE ATTRIBUTES FOR PROVIDING SOLUTIONS AND FLEXIBILITY.

EDUCATION

- ❖ **Tanzania Institute of Accountancy** **2020 - 2023**
 - Bachelor of Accountancy
 - Lower second (Overall G.P.A of 3.0 out of 5.0)

- ❖ **Kilimanjaro Institute of Technology & Management, Dar Es Salaam.** **2016 - 2019**
 - Diploma in Accounting
 - Upper Second Class (Overall G.P.A of 3.8 out of 5.0)

- ❖ **St Matthew's Secondary School, Dar Es Salaam.** **2014 - 2016**
 - Advanced Certificate of Secondary Education
 - Majors: Economics (E), Geography (G) and A.Maths (M)
 - Division Three

- ❖ **Wazo Hill Secondary School, Dar Es Salaam.** **2010 - 2013**
 - Certificate of Secondary Education (Business Track)
 - Division Three

WORK EXPERIENCE

Velstand Bureau De Change **2017-2018**

Cashier

- Assisting the owner with Day-to-day activities of the business
- Advising customers on currency exchange rates.
- Balancing cash drawers and maintaining accurate financial records.
- Managing large sums of money and ensuring security protocols are followed.

Tanzania Revenue Authority.

2018-2019

Assistant Tax Officer.

- Data input into the PRMS tax system that is constructed to store information of tax payer and calculate his tax liability,
- Helping tax payers in filling correct information so that data input process goes smoothly.
- Ensures compliance of all tax payments by Tanzania tax laws by observing stated due date.
- Close down balances of the daily revenue collected and posting balance to the tax information system.
- Customer care, in rotation I would be in customer care duties providing correct & relevant information to customers and point out to right personnel if the problem requires further assistant.
- Submit any problem or challenges encountered in the course of performing my duties.

University of Dar Es Salaam.

Assistant Accountant

2019-2020

- Preparation and issuing of invoices and bank reconciliation.
- Ensuring payments, amounts and records are correct.
- Invoice processing and filling.
- Updating and maintaining procedural documentation.

SKILLS AND COURSES

- **Information and Computer Technology** – NECTA (Additional Subject)
 - Proficient in computer Microsoft packages Including: Ms Word, Ms Excel, Ms Publisher.

LANGUAGE

- Excellent & Proficient in both English and Swahili languages.

REFERENCES

Adam Kobello.

Tanzania Revenue Authority.
Head Officer.
+255 719 054 698

Arnold Matanda.

University of Dar Es Salaam.
Senior Accountant.
+255 784 517 430

Frank Fransic Kassala

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Owner
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