



SAMEER MOHAMED RASHID

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PROFESSIONAL SUMMARY

After studying Medicine for 2 years in Ukraine, having to quit my studies due to unfortunate circumstances, I had to pursue another field of profession in Accountancy, whereas I have completed 2 years of Diploma in Accounting and Currently pursuing Bachelors Degree In Accountancy.

EXPERIENCE

- **Sales Representative and Storekeeper - Footsteps Tanzania Limited** 4/2023 to Present
 - Handling Shops Orders and Supplying of goods.
 - Daily Sales Report Reconciliation.
 - Invoicing of Orders
 - Stocking Taking and Store Management
 - Data Entry in Tally and Fabonic Softwares
- **Accounting Intern-Farmers Centre Limited** 2/2023 to 4/2023
 - Assigning Accounts to Petty Cash Vouchers
 - Bank Reconciliation
 - Petty Cash Monitoring
 - Cheque Work
- **Accountant/Admin – Turbo Traders** 01/2022 to 09/2022
 - Filing VAT returns
 - Filing and making payment of Pay E, SDL and NSSF
 - Creating Invoices and issuing receipts for Customer
 - Stock keeping
 - Market Purchase (Small Procurements of items)
 - Sales
- **Accounting Intern – Bakhresa Food Products Ltd** 10/2020 to 12/2020
 - Keeping records and Filling Management
 - Accounting Data Entries
 - Accounting Receivable Reconciliations
 - Assisting in preparing Z-Report summaries
- **Salesman – Sharooq Traders Ltd (Family Business)** 03/2014 to 9/2015
 - Sales of mattress
 - Store Management
 - Keeping records of inventory
 - Facilitating payment for WCF, NSSF
 - Assisting in submitting Annual return at BRELA

- **Cashier & Kitchen Supervisor – Abbas Restaurant (Family Business) 01/2014 to 02/2014**
 - Handle Money and payments
 - Supervise kitchen staff
 - Handling Customer Orders
 - Putting a friendly environment for customer

SKILLS & QUALIFICATIONS

- An eye for detail
- Tactful & Articulate
- Problem solving
- Excellent Organizational Skills
- Enjoy working as a team
- Punctual and Reliable
- Able to complete paper work
- Able to work under pressure
- Able to work independently
- Good communication abilities
- Reliable and consistent
- Ability to work with large volume of data
- Knowledge in SDL
- Knowledge in PAYE
- Knowledge in NSSF
- Knowledge in VAT
- Knowledge in CITY LEVY
- Knowledge in Fabonic POS System
- Knowledge in TALLY
- Knowledge in Al- Ameen Accounting System
- Knowledge in MSOffice
- Knowledge in QuickBooks
- Flexible

EDUCATION BACKGROUND

Ordinary Certificate of Secondary Education

Shaaban Robert Secondary School, Dar Es Salaam, Tanzania 2013

Advanced Certificate of Secondary Education

Al- Muntazir Islamic Seminary, Dar Es Salaam , Tanzania 2016

Two years School of Medicine

Kharkiv National Medical University, Kharkiv, Ukraine 2018

Basic Tally Course

Andalusia Training Center , Dar Es Salaam , Tanzania 2019

Basic Accounting Course

Andalusia Training Center, Dar Es Salaam , Tanzania 2019

Ordinary Diploma: Accounting

Institute of Finance Management (IFM), Dar Es Salaam , Tanzania 2021

AWARDS

- **Certificate for Excellent Student Year 2020**
The Institute of Finance Management
- **Certificate for Excellent Performance Year 2021**
The Institute of Finance Management
- **Certificate for Overall Best Student Year 2021**
The Institute of Finance Management

LANGUAGES

English: First Language

Russian:

B2

Upper Intermediate

Swahili:

C2

Proficient

REFERENCES

- **Taslim Khan – Manager at Export Departement**
Bakhresa Food Products Limited
[Tel:+255786786784](tel:+255786786784)
Email:Taslimkhan786@yahoo.com
- **Ibrahim B.Ibrahim – Operations Manager**
Kioo Company Limited
Tel :+255762612901
- **Swaleh Ahmed Baassas - Chief Accountant**
Farmers Centre Limited
Tel: +255656267776
Email:swalehbaassas@gmail.com