

CURRICULUM VITAE

MESHACK MHAGAMA

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DAR ES SALAAM

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Career Objective

To employ my knowledge and experience with the intention of securing a professional career with opportunity for challenges and career advancement, while gaining knowledge of new skills and expertise.

Personal Profile Statement

Hard working graduate with a Bachelor degree in accounting, equipped, through hands-on experience, with technical accounting skills and a practical understanding of how to apply accounting and business knowledge. Accuracy and precision in all tasks results in increased efficiency and successful problem resolution. An enthusiastic and motivated individual who is committed to a career in the accounting field.

Personal Details

Date of Birth: 18th August, 1986
Place of Birth: Songea
Sex: Male
Nationality: Tanzanian
Marital Status: Single
Language: English and Swahili

Education Background

2012-2015: Tanzania Institute of Accountancy (TIA), Dar es Salaam.

Bachelor Degree in Accounting

2010 - 2012: Tanzania Institute of Accountancy (TIA), Mbeya

Diploma in Accountancy

2008 - 2010: Mbalizi Secondary School, Mbeya

2002 - 2005: Ifunda Technical Secondary School, Iringa

Certificate of Secondary Education (CSE)

Relevant Work Experience

Organization: ACTIVE MAINTENANCE CO. LTD

Duration: August 2017 – To date

Position: Accountant

Duties and Responsibilities;

- Assisting in the preparation of monthly management accounts.
- Maintain company payroll and processing salaries for the staff.
- Processing staff payments such as advances and claims and monitors staff advance retirements.
- Preparing monthly tax returns for Withholding Tax, VAT, PAYE, SDL, WCF and other statutory deductions.
- Submitting tax returns and makes payments to TRA as well as other regulatory bodies.
- Processing supplier payments and manage vendor accounts,
- Processing trade receivables transactions.
- Keeping accurate records for all daily transactions
- Preparing monthly, quarterly and annually financial reports
- Reconciling bank statements
- Tracking bank deposits and payments.
- Assisting in budget preparation.
- Reviewing and implementing accounting policies.

Organization: FIDE INVESTMENT CO.LTD

Duration: January 2016 – March 2017

Position: Assistant Accountant

Duties and responsibilities;

- Preparing financial documents such as invoices, bills, and accounts payable and receivable
- Completing financial reports on a regular basis Assisting with budgets
- Completing bank reconciliations
- Entering financial information into appropriate software programs
- Managing company ledgers
- Processing business expenses
- Verifying balances in account books and rectifying discrepancies
- Verifying bank deposits
- Recording office expenditures and ensuring these expenses are within the set budget
- Assisting the finance department and senior accounting staff members with various tasks, including preparing budgets, records, and statements
- Posting daily receipts

Organization: REGION ADMINISTRATIVE SECRETARY (RAS)-RUVUMA

Duration: August-November 2014

Position: Trainee Accountant

Duties and responsibilities;

- Executing bank reconciliations
- Preparing payment vouchers
- Helping in recording VAT entries and calculations
- Processing data entry into accounting systems
- Help in preparation of Balance sheet and Journal per Supervisions instructions
- Help in analyzing and recording cost per sections
- Processing of employees' salaries calculations and deductions

Qualifications and Skills Competence

- Advanced computer applications (MS-Office & Internet)
- Excellent communication skill and capable of interacting with range of people
- Capable of working independently and observe dead line
- Flexible ready to accept challenges and new ideas
- Able to work with other people to accomplish common goal
- Flexible in term of working duration and location

Interests/Hobbies

- Reading newspapers and knowledge material
- Listening and watching TV especially news, music and sports
- Traveling and Exchanging ideas with different people

Referees

SUNDAY MALILA

Product Control Specialist

STANBIC BANK TANZANIA

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ABEL G MUNUO

Accountant

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