P. o. Box 42763, Dar es Salaam, Tanzania

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HAMAD BURHAN MOHAMED: CURRICULUM VITAE

1. **Personal profile:**

**Surname:** MOHAMED

**Middle name:** BURHAN

**First name:** HAMAD

**Gender:** MALE

**Date of birth:** April, 13th 1973

**Place of birth:** DAR ES SALAAM

**Religion:** MOSLEM

**Marital status:** MARRIED

**Nationality:** TANZANIAN

**Language spoken:** ENGLISH AND SWAHILI

1. **Contact address:**

Hamad Burhan Mohamed

P o Box 42763

Dar es salaam

Mobile phone +255 778724470 /+255 713 555991

Email: abuhunna@yahoo.com

1. **Education background:**

|  |  |  |
| --- | --- | --- |
| **Year** | **Award** | **Place** |
| 2009 - 2009 | Certified Tally ERP9 User | Power Computer Training Centre(Dar es salaam) |
| 2007 - 2008 | International Computer Technician Certificate | Zenith Training Institute(Dar es salaam) |
| 2007 - 2007 | Computer User Certificate(Microsoft Office Application) | Al Haramain Computer Centre(Dar es Salaam) |
| 1991 - 1994 | Certificate of Secondary Education | St. Anthony’s Secondary School(Dar res salaam) |

1. **Personal experience**:

|  |  |  |
| --- | --- | --- |
| **Year** | **Place** | **Position** |
| From July 2021 to now | Kugis and Sons Company | Finance Controller |
| From Sep, 2018 to Jan 2021 | Watercom Masasi Depot (Masasi – Mtwara) | Finance Controller |
| From Feb 2017 to Aug 2018 | Golden Ball Tanzania Ltd(Dar es Salaam) | IT officer / Data Entry |
| From Jan, 2013 to Apr 2016 | Al Irshaad Nursery & Primary School (Dar es Salaam) | ICT teacher/ School IT Officer |
| From Apr, 2011 to Dec, 2012 | Sunflag Tanzania Ltd(Arusha) | IT Officer |
| From July, 2009 to Feb, 2011 | Zenith Training Institute(Dar es Salaam) | Computer User Training Instructor |

1. **Key Skills:**
2. Good Communication skills in English and Swahili
3. Using accounting package TALLY ERP9 efficiently, in terms of
	* 1. Accounting and cash flow management
		2. Inventory management – stock management
4. Using EFD machine and other (POS) Point of sales machines
5. Cash flow handling management
6. Data Entry into the Accounting system
7. Preparation of financial statements, etc.
8. Using TRA Portal (TRA Online Services) to prepare:-
	* 1. Monthly self-assessment of VAT Returns by efiling
		2. Monthly self-assessment of PAYE and SDL by efiling
9. Assessment of City Service Levy
10. Preparation and Payment of Statutory Contributions like NSSF, WCF and other government agencies
11. Office files management skills
12. **Personal expression:**

A self-motivated, hardworking and committed to result person, with a good eye for detail and good communication skills. I enjoy meeting challenges and seeing them through

A problem solver with ability to adopt well to new situations and able to work independently under any environment, team oriented with interpersonal skills