**CURRICULUM VITAE**

1. PERSONAL INFORMATION

Name : Hassani Issa Hassani Marital status : Single

Place of birth : Dar Es Salaam Date of birth : 14/10/1998 Sex : Male

Nationality : Tanzanian

Language : English & Swahili Mobile 0622430349

Email : Hassanihassani101498@gmail.com Address : P.O BOX 46343, Temeke, Dar Es Salaam

1. OBJECTIVES
* To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge effectively
* To achieve the goals of an organization where I will have the opportunity to work with
* To secure a position in a company where I can use my skills and my abilities to make a contribution to the organization.
* A position with a company that offers challenges and opportunities for personal and professional growth
1. EDUCATION BACKGROUND

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| --- | --- | --- |
| **YEAR** | **INSTITUTION** | **AWARD** |
| **2019 – 2022** | Tanzania Institute of Accountancy | Degree in Public Sector Accounting and Finance |
| **2018 – 2019** | Temeke Secondary School | Certificate In Advanced Secondary Education |
| **2013 – 2016** | Benjamin William Mkapa Secondary School | Certificate Of Secondary Education |
| **2006 – 2012** | Msasani Primary School | Certificate Of Primary Education |

1. TRAINING AND WORKING EXPERIENCE
* Currently (from April 2023 up to now July 2024) I am working as an Assistant Accountant at Suvacor Company Limited located at Kinondoni (New Oysterbay Police), Sakura Street house number 2

# ROLES AS AN ASSISTANT ACCOUNTANT AT SUVACOR COMPANY

1. To confirm purchases invoices correctness
2. To confirm correctness of cheque prepared to avoid being dishonored
3. To prepare cheque & transfers for payments of suppliers
4. Daily cash closing of cash book and ensuring the cash book is always correct
5. Daily Z-report reconciliation to see if the receipts issued reconciles with sales invoices issued
6. To prepare Bank, customer and suppliers reconciliation
7. To ensure that suppliers over dues are paid
8. To ensure that all incomings and expenses are well booked
9. To supervise coffee production and expenses at Roaster department
10. To prepare payroll and advance salaries for all employees at Suvacor company Limited both in Dar Es Salaam and Zanzibar.
11. To prepare NSSF & ZSSF contributions every month after payroll preparation completion.
12. To prepare PAYE&SDL, VAT returns, WCF, Corporate tax (Provision tax), withholding tax
13. To prepare City service levy, PSSSF payments, HESLB payments & Returns on Income (ROI).
14. To prepare statement of profit and loss, balance sheet, cash flow statement, trial balance and statement of share equity
* In 2022 worked temporarily as a census supervisor supervising clerks in my Effective Address (EA) at Mbagala.

# ROLES DURING 2022 NATINAL CENSUS AS A SUPERVISOR AT MBAGALA

1. TO inspect and ensure the census clerk has sent his/her work to the headquarters of National Bureau of Statistics (NBS) according to established procedure.
2. TO ensure regular communications with the clerks and evaluate their performance and where necessary provide additional guidance.
3. To ensure that all persons sleeping within the boundaries of the counting area people on the eve of census day are numbered.
4. To allocate households to each clerk according to the planned procedure if the location has more than one clerk and ensure households all in the relevant area are calculated and calculated only once.
5. To collaborate with the local leadership to identify as in the area of census there are special groups that need to be counted for special order different from ordinary households.
6. To ensure the community questionnaire at the street level has been fully interviewed by the clerk effectively.
7. To ensure that every census clerk identifies the census area
8. To ensure that every census clerk understand the work and their schedules effectively.
9. To ensure that each of my census clerks has the necessary equipment as listed in the census clerk guide.
* In 2022 worked temporarily as a clerk in Post Code in Mkuranga

# ROLES DURING 2022 POST CODE AS CLERK IN MKURANGA

1. To offer numbers to the houses, plots and service areas
2. To collect information of houses, plots and service areas
3. To collect information of the owners of houses, plots and service areas through postcode system
4. d) To send information on postcode system
5. To give names and rename the streets
* In 2022 worked temporarily as a customer service agent at Milvik Company Limited

# ROLES AT MILVIK COMPANY AS A CUSTOMER SERVICE AGENT

1. To make calls to a range of potential customers, to educate them about all aspects of BIMA’s products and services and be able to answer their questions and concerns with a view to them engaging with and buying BIMA’s products and services.
2. To provide the highest quality of service to our customers, being updated with the latest information regarding BIMA’s products, services, policies and procedures.
3. To efficiently and professionally handle customer objections in any interaction by determining the cause of the objection and selecting and explaining the best solution to address this.
4. To meet or exceed sells sales and other goals whist doing so in accordance with BIMA’s standards of professionalism, quality and conduct.
* In 2020 worked temporarily as a supervisor in General Election Supervising the Clerks at my voting station

# ROLES AS A SUPERVISOR DURING 2020 GENERAL ELECTION

1. To regulate and supervise election activities at my voting station
2. To supervise and make follow ups on the performance of clerks
3. To keep safe the election tools at my voting station
4. To provide information of the election to my superiors
5. To ensure that election at my voting station is conducted peacefully
6. SKILLS AND QUALIFICATIONS
* Computer Skills: Microsoft word, Excel & ERP 9
* Language Skills: fluency in Swahili and English
* Working Capability
	1. Ability to work independent with little or without supervision.
	2. Able to cope with any type of work environment even in high pressure situation.
	3. Working as a team (team work).
	4. Ability to handle and build customer relationships.
	5. Good communication skills to clients and fellow workers.
	6. Exceptional customer service skills.
	7. High computational and problem-solving skills
	8. Ability in working with target and tight deadline
1. INTEREST AND HOBBIES
* Reading: Religious books, comic books and newspapers so as to re-sharpen my knowledge
* Watching: Football matches particularly English premier league & Movies (action movies)
* Travelling and meeting new people
* Playing sports like football, swimming and chess
* Joining a professional, social or environmental group so as to widen my knowledge
* Taking part in charity work for the needy
1. LANGUAGE

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Speaking** | **Reading** | **Writing** |
| **English** | Good | Excellent | Excellent |
| **Swahili** | Excellent | Excellent | Excellent |

1. REFEREES

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1. DECLARATION

I, Hassani Issa Hassani, hereby declare that the above particulars of facts and information furnished are true, correct and complete to the best of my knowledge.