

CURRICULUM VITAE

VIATOR EDGAR RUGAIMUKAMU

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PERSONAL DETAILS:

Nationality:	Tanzanian	Current Address:	P.O. BOX 3093
Date of Birth:	14th December 1999	Dar es Salaam,	Tanzania
Region of birth:	Dar es salaam, Tanzania	Gender:	Female
Language:	Excellent in English and Swahili	Marital Status:	Single

A. CAREER OBJECTIVES.

Seeking for the position where I can capitalize my knowledge and skills in practical context thereby contributing and promoting the achievement of organization goals and eventually achieving my career advancement. Dedicated to continuous learning and growth, I believe in the power of collaboration for professional development ready to contribute and motivated to excel.

B. EDUCATIONAL BACKGROUND:

<u>INSTITUTION/SCHOOL</u>	<u>DURATION</u>	<u>AWARD</u>
NBAA-Professional	November 2022- November 2023	Certificate of Certified Public Accountant CPA (T)
Institute of Finance Management (IFM)	November 2019- July 2022	Bachelor Degree of Accounting
Rugambwa secondary school	July 2017- May 2019	Advanced Certificate of Secondary Education (A. Level)
Debrabant Secondary School	January 2013- November 2016	Certificate of Secondary Education (O. Level)
Mbagala kuu primary school	January 2006-September 2012	Certificate of Primary Education

C. WORKING EXPERIENCE:

From November 2023 to October 2024

Internship: National Bank of Commerce (NBC) - Head office, Samora Dar es Salaam

Role: Customer service Agent.

Duties.

- Handling Customer Inquiries.
- Providing information to Customers about various product and services.
- Resolving Issues.
- Maintaining records.
- Logging customers complaints in the system,
- Maintaining professionalism.

Skills

- Able to solve different customers cases.
- Customer caring.
- Internet & Emails knowledge.
- Records management.
- Attention to details.

From August 2021- October 2021 & September 2020 - November 2020.

Field Practical Training at Unit Trust of Tanzania Asset Management and Investors Services (UTT AMIS), Ilala Dar es Salaam.

Role: Finance Trainee.

Duties.

- Bank reconciliation
- Preparation of cheques and clearance of cheques
- Issuing closed cheques to payees
- Filing the cheque payment vouchers.
- Filling transfer forms.
- Providing samples required by auditors during the external audit.
- Evaluating documents of bidders
- Preparation of staffs' deduction cheques
- Presenting the closed cheques with transfer form to the bank

Skills and abilities.

Self-motivated and a fast learner.

An excellent team worker who is supportive.

Strong communication and interpersonal skills.

Highly organized and proactive.

Continually seek to learn and improve.

Able to deal with customers in a friendly, professional and caring manner.

Flexible and adaptable.

Area of competence.

Fluency in speaking and writing English and Kiswahili.

Excellent computer typing skills.

Microsoft office (Word and Excel).

Internet and Email.

D. HOBBIES AND INTEREST.

I have good sense of humor and enjoy making new friends.

Listening to music, singing and swimming.

Traveling and watching movies.

Reading books and cooking.

E. REFEREES:**CPA (T) HAMIDA LASHIKONI,**

Unit Trust of Tanzania Asset Management and
Investors Services (UTT AMIS)

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GEORGE MUSHI

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JAPHET KEWE

Auditor.

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