NAJMA MOHAMED MSANGI

### Dar es Salaam, Tanzania Phone: +255623630703

Email:najmamsangi97@gmail.com Birth: 6th July 1997

### Gender: Female Marital status: Single

A result-oriented, adaptable and capable accounting and finance graduate with more of recommended performance from my educational background, I possess a variety of competencies that set me apart from other candidates; chief among them is the knowledge I have acquired in the field of accounting, taxation and finance. As an all- rounder, I have considerable experience of presentation of financial statements, report preparations, risk management analysis, meeting standards and above all I am a self motivated individual.



* Team player
* Filling of returns
* Financial Management
* Proficiency on MS Office
* Responding to TRA Claims

# EDUCATION

## CPA (T)

*January 2021 – May 2023*

## Bachelor in Accounting

* Customer care
* Bank reconciliation
* Evaluation of financial reports
* Strong communication skills
* Advanced excel
* Tax Computations
* Preparation of vouchers
* Accounting packages

### Institute of Finance Management (IFM)

*10/2017 – 11/2020*

## Advanced Secondary school

### Morogoro Secondary School

*07/2015 –05/2017*

## Ordinary Secondary school

### Mwika Secondary school

*1/2011 – 10/2014*

# WORK EXPERIENCE

## Field attachment, Tanzania Revenue Authority

*07/2019 – 10/2019 DOMESTIC REVENUE DEPARTMENT*

*Achievements/ Tasks*

* + Processing bills and bill adjustments
	+ Issuing exemption certificates
	+ Attending TRA Customers (Front desk officer)
	+ Filling of VAT returns
	+ Registration of new taxpayers and updating taxpayers building accounts
	+ Perform other duties as may be prescribed by supervisor.

**Customer Advisor, Vodacom Tanzania Ltd**

*05/2023 – Present*

*Achievements/ Tasks*

• Handle customer complaints, provide appropriate solutions and alternatives within the time limits; followup

to ensure resolution

• keep records of customer interactions process customer accounts and file document

•Provide accurate, valid and complete information by using the right methods

•Manage large amounts of incoming phone calls

• Providing information about new and existing products and services

• Performing administrative tasks as assigned by the Supervisor

# LANGUAGES

ENGLISH SWAHILI

*Full professional proficiency Full professional proficiency*

# AWARDS AND RECOGNITIONS

* Completion of accounting package trainings (Tally ERP, Quick books& Advanced Excel

# INTERESTS

Updating myself on trending economic changes Reading successive literature, building professional relationships, Ensure customer satisfaction, Social work participation.

# REFEREES

1. DR JUMANNE BASESA

LECTURER AND RESEARCHER INSTITUTE OF FINANCE MANAGEMENT

Address: P.O. Box 3918 Dar es Salaam Mobile: +255783 821618

Email: jumannebasesa@gmail.com

1. MRS. MIRIAMU MVAMBA

TAX MANAGEMENT OFFICER II

Address: P.O. Box 11491 Dar es Salaam Mobile: +255763 829206

Email: martinemiry87@tra.go.tz

1. DR. TAUSI MKASIWA

LECTURER INSTITUTE OF FINANCE MANAGEMENT

Address: P.O. Box 3918 Dar es Salaam Mobile: +255658 825477

Email: tmkasiwa@yahoo.com

# INTERESTS

Updating myself on trending economic changes Reading successive literature, building professional relationships, Ensure customer satisfaction, Social work participation.

# REFEREES

1. DR JUMANNE BASESA

LECTURER AND RESEARCHER INSTITUTE OF FINANCE MANAGEMENT

Address: P.O. Box 3918 Dar es Salaam Mobile: +255783 821618

Email: jumannebasesa@gmail.com

1. MRS. MIRIAMU MVAMBA

TAX MANAGEMENT OFFICER II - TRA

Address: P.O. Box 11491 Dar es Salaam Mobile: +255763 829206

Email: martinemiry87@tra.go.tz

1. DR. TAUSI MKASIWA

LECTURER INSTITUTE OF FINANCE MANAGEMENT

Address: P.O. Box 3918 Dar es Salaam Mobile: +255658 825477

Email: tmkasiwa@yahoo.com