

## CURRICULUM VITAE

### 1. PERSONAL DETAILS

NAME: SHIJA GORGE DEUS  
SEX: FEMALE  
DATE OF BIRTH: 09 SEPTEMBER 1996  
NATIONALITY: TANZANIAN  
MARITAL STATUS: SINGLE  
LANGUAGE: SWAHILI AND ENGLISH  
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### 2. ACADEMIC AND PROFESSIONAL QUALIFICATIONS

Period	Institution	Award
October 2016 – June 2019	Institute of Accountancy Arusha(IAA)	<b>Bachelor’s Degree in Economics and Finance, to be awarded in December.</b>
May 2014- June 2016	Thaqaafa high school	<b>: Advanced certificate of secondary education. (ACSEE)</b>
Jan 2010- Oct 2013	Thaqaafa Secondary School	<b>Ordinary Certificate of Secondary Education</b>
Jan 2003- Sep 2009	Buzuruga Primary School	<b>Primary Education Certificate</b>

### **3. WORK EXPERIENCE**

#### **Shepherds Schools.-Assistant Accountant**

**From 1<sup>st</sup> January 2022 to Date**

##### **Duties and Responsibilities.**

- Assist in preparation of Quarter and Annual Financial Statements for the management to oversee the performance and cash flow of the school.
- Follow up and making all statutory payment before due date together with making sure that receipts of payment match the statutory amount to be paid. (PAYE, SDL, PROVISION TAX, NSSF, WCF, HESLB)
- Maintain accurate bank records of cash withdrawals and deposits from client's and. follow standard accounting process for financial analysis and reporting activities.
- Perform account reconciliations and generate financial reports.
- Request and follow up Tax Clearance and Mapato Sticker for office motor vehicles at the beginning of each financial year from TRA
- Assist the auditors during the course of audit, from the engagement, planning and the actual audit of financial statements of different clients.
- Monitor and manage expenses within allotted budgets making sure that all department operate within their budgets.
- Manage all client accounts for payment settlements, by issuing out clients with payment statement and making follow up of overdue payment.
- Assist in resource identification, work assignment, performance evaluation, and promotion decision activities
- Management of petty cash and make appropriate account entry
- Oversee Preparation of Payroll for salary and wages payments and making sure that all the statutory deductions are made bonuses and overtimes are well computed and added to staff remunerations, providing staff with salary slip every month
- Preparation of Monthly Budget and preparing monthly report of comparison between the budget and actual income and expenditure for the management review

**THE BRANDHUB). – Admin and Assistant Accountant**

**Arusha, Tanzania**

**December 2019-December2021**

**WORKING AREAS:**

Customer service

Credit control office

Records and Archives

Accountants department

Administration

**Duties and responsibilities**

- Manage financial and administration teams to by ensuring that all departments work together to achieve company financial goals.
- Oversee Preparation of Payroll for salary and wages payments and making sure that all the statutory deductions are made bonuses and overtimes are well computed and added to staff remunerations, providing staff with salary slip every month.
- Follow up and making all statutory payment before due date together with making sure that receipts of payment match the statutory amount to be paid. (PAYE, SDL, PROVISION TAX,NSSF, WCF, HESLB)
- Maintain accurate bank records of cash withdrawals and deposits from client's and. follow standard accounting process for financial analysis and reporting activities
- Perform account reconciliations and generate financial reports
- Identify and resolve invoicing issues that may arise during preparation and issuing of invoices, accounting discrepancies and financial related problems.
- Monitor and manage expenses within allotted budgets making sure that all department operate within their budgets.
- Posting daily account ledgers in QuickBooks.
- Prepare and file VAT returns each month and ensuring that VAT reconciliation are done at the end of the prospective month.

## **TRAINEE AT MABOTO ENTERPRISES LIMITED –Accounting and Finance Departments**

Duties and responsibilities involved in the Accounting and Finance Departments and duties

- Comparison between the budget and actual income and expenditure for the management review.
- Collecting bank statements at the end of every week and month to perform cash and bank reconciliation every week and month end as well as providing reconciliation report to the finance Officer.
- Handling Petty cash, recording ledgers of all the payment made and providing daily cash and bank reports of payments made during that specific day.
- Posting daily account ledgers in QuickBooks
- Manage all client accounts for payment settlements, by issuing out clients with payment statement and making follow up of overdue payment

### **4. LANGUAGES SKILLS**

<b>Language</b>	<b>Speaking</b>	<b>Reading</b>	<b>Writing</b>
English	Good	Very Good	Good
Kiswahili	Fluent	Fluent	Fluent

### **5. PERSONAL INTERESTS**

- Reading newspapers and Magazines, novels
- Travelling and interacting with different people to learn new knowledge
- Computer and Internet browsing.
- Social and Commercial Entrepreneurship activities,

### **6. Key Competences summary:**

I am a hard worker, flexible and fast learner. Also I have got excellent communication skills and I am a confident communicator who has the ability to speak well and explain services and product to people. Highly organized, proactive and punctual with team-oriented mentality.

## **REFEREES**

1. Mrs. Louise Samwel

Accountant

Shepherds Schools

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2. Mr. William Kampton

Headmaster

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3. Mr. Mohammed Jafferje

Sales and marketing manager

The Brand hub

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4. Mrs. Bukela Guda

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