JIMMY S. MWIGEKA

Dar es Salaam. +255 763 942 062

[jmwigeka@gmail.com](mailto:jmwigeka@gmail.com)

**PERSONAL PARTICULARS**

Date of Birth: 31st March 1997

Sex: Male

Nationality: Tanzanian

Marital status: Single

Languages: Swahili and English

**CAREER OBJECTIVES**

To be committed and driven with an outstanding ability to utilize my skills, experience and knowledge in contributing in converting the institution goals into reality and seek to challenging assignments and responsibilities with opportunity for growth and enhancing my career advancement.

**PERSONAL PROFILE**

I am a proactive, confident, highly motivated and hardworking Tanzanian youth with good interpersonal, organizational skills, leadership skills and an ability to interact with people at all levels with professional appearance, able to work in all conditions and good time management.

**EDUCATION AND TRAINING**

**2016-2019** Bachelor of Commerce in Accounting (with honors)

University of Dar es Salaam (UDSM), Dar es Salaam (Tanzania)

**2014-2016** Advanced Certificate of Secondary Education (ACSEE) Division one

Kibaha Secondary School, Pwani (Tanzania)

ECA (Economics, Commerce and Accountancy)

**2010-2013** Certificate of Secondary Education (Division one)

Sangu Secondary School, Mbeya (Tanzania)

**AWARDS**

2013: Awarded Certificate of Participation on **student’s leadership (Vice president)**.

2013: Awarded Certificate as the **Best student in bookkeeping** at Sangu Secondary School.

2013: Awarded Certificate as an **overall outstanding student** in **commercial subjects**.

2013: Awarded Certificate of participation at **UN Club** at Sangu Secondary School.

2014: Awarded Certificate of attendance on a course in **personal development.**

2016: Awarded Certificate of Participation at **UN Club** at Kibaha Secondary School.

**LEADERSHIP**

2015-2018: **Founder** at Let’s change foundation

2015-2016: **Chairperson,** Student’s English Committee at Kibaha Secondary School

2014-2015: **Chairperson**, Tanzania Students Christian Fellowship (TSCF) Kibaha Secondary School

2013: **Vice president**, student’s government at Sangu secondary school

2012: **Academic prefect**, student’s government at Sangu secondary school

**WORKING EXPERIENCE**

**Currently** working at Hanif Habib & Co. Certified Public accountants in Public practice as an accounting and tax officer.

* Auditing financial statements of different clients and preparations.
* Preparing audit planning using PCAS (Private Company Audit System).
* Making and reviewing statutory payments such as NSSF. NHIF, WCF and CSL.
* Filing VAT returns, Withholding taxes, PAYE, SDL and Provisional tax.
* Performing bank reconciliation.
* Making sure clients maintain proper files of all documents and records of transactions
* Obtaining data from clients’ accounting system such as tally and reviewing the accuracy in accounting done by the client (vouching)
* Knowledgeable on the use of accounting package Tally i.e. Posting, vouching and extraction of reports.

**July- October, 2018: Sanlam (modern insurance),** Agent intern

Attending insurance team planning events

Part of team issuing insurance policies to clients and providing them with the relevant documents such as cover note and receipts.

Part of the team working on advising clients on the best insurance policies at their disposals and the advantages to them

Experience in using TIRAmis (Tanzania Insurance regulatory management system)

Supporting team members on client assignments by playing other team roles on assignments.

**2015 -2018**: **Let’s change foundation,** founder andGeneral Secretary

* Policy making
* Formulation of the rules and regulations
* Preparation of events and connections.
* Membership list keeping
* Coordination and networking with other supporters.

**OTHER SKILLS**

* Excellent business plan writer and strategy formulator
* Capable of collaborating to work with people of various departments for executing tasks, and performing under pressure
* Ability to work in a fast-paced environment, and handle deadlines during closing periods
* Strong organizational, communication, and problem-solving skills
* Proficiency with MS Office, MS Excel and other software systems
* Familiar with forecasting business strategies, and analyzing financial reports

**HOBBIES**

* Reading books and listening to music.
* Writing, such as “**The effects of Covid19 on taxation and how East African countries are reacting**” and “**How Covid19 affects accounting and financial reporting** “

**REFEREES**

1. Samuel Mwigeka

Assistant Lecturer-Economics Department

Ruaha catholic university

P.O.BOX 2783,

Mbeya,

Mobile: : +255718083005

E-mail: mwigeka82gmail.com

2. Neema Talawa

Assistant Lecturer- computer science Department

Ruaha Catholic University

P.O.BOX 774

Iringa

Mobile: +2557 16688714

E-mail: ntalawa@yahoo.com