

# CURRICULUM VITAE

## PERSONAL INFORMATION

ZARINA ABUTWALIB

PHYSICAL ADDRESS;

MBEZI BEACH

KINONDONI

DAR –ES-SALAAM.

CONTACT ADDRESS;

C/o SALEHE MFAUME,

P.O.BOX 9184,

DAR -ES-SALAAM.

Email address; [zarynee85@yahoo.com](mailto:zarynee85@yahoo.com)

Mobile; 0712-552337 or 0785005644

DATE OF BIRTH; 11th October 1985

NATIONALITY; TANZANIAN

GENDER; FEMALE

MARITAL STATUS; SINGLE

## PROFILE SUMMARY

- Organized honest, excellent team player, hardworking

## ACADEMIC QUALIFICATION

PERIOD	INSTITUTION	PROGRAMME ATTENDED	AWARD
November 2013	Institute Of Finance Management	Bachelor degree in Accountancy	Bachelor degree in Accountancy-Lower second class
November 2008	College of Business Education	Ordinary Diploma in Accountancy	Diploma in Accountancy-Pass
November 2004	Jangwani Secondary School	Certificate of Secondary Education	Certificate of Secondary Education
Year 2000	Kurasini Primary School	Primary school Education	Certificate of completion

## **COURSES ATTENDED**

October 2009

Short course on internal marketing organized by marketing class Tanzania conducted at the Institute of Finance Management.

June 2012;

Practical training at Tanzania Ports Authority in the Finance department.

## **WORK EXPERIENCE**

From 2008-2010 I work as marketing researcher in a marketing research company called Consumer Insight.

From July to December 2015 I work as sales personnel at Msasani Mall.

From March 2016 I work as an Accountant in a manufacturing industry called Murimi and Sons Co.Ltd under the internship programme conducted by Mzumbe University and The United National Industrial Development Agency (UNIDO).

As an Accountant at Murimi and Sons Co.Ltd, I performed the following duties:

Assist the chief Accountant in the Preparation of financial report

Preparation of payroll account

Maintaining various books of accounts

Examine invoices and prepare payment vouchers

Compute taxes and prepare tax returns

Ensure proper and accurate record keeping of the cash receipts and payments

Receiving and timely banking of collection from sales

**Language speaking;** Fluent in English and Swahili language, both writing and speaking

**Hobbies;** Reading, watching movies, dancing

**REFEREES;**

1. MAX BONIFACE MSHANA

NATIONAL AUDIT OFFICE

P.O.BOX 9080

DAR-ES-SALAAM

Mobile; 0716251670

2. DANIEL MUNSI

CHIEF ACCOUNTANT

MURIMI AND SONS Co. LTD

Email; [munsidaniel@yahoo.com](mailto:munsidaniel@yahoo.com)

Mobile; 0769057816

**CERTIFICATION;**

I, the undersigned, certify that to the best of my knowledge and belief, these data and information are correctly describe my qualifications, experience and myself.

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**Zarina Abutwalib**