

CV Templates (3)

ATS-friendly: maandishi wazi, vichwa vya kawaida, hakuna jedwali tata wala picha

- **Template A - Tanzania (Chronological):** kwa kazi za ndani ya Tanzania, sekta binafsi na ya umma. Ina referees.
- **Template B - International (Concise):** kwa kampuni za kimataifa/nje ya nchi. Haina umri, hali ya ndoa, dini wala picha.
- **Template C - Graduate / Skills-first:** kwa wahitimu na wanaobadilisha fani - ujuzi na miradi mbele.
- Badilisha **[MAANDISHI YA NJANO]**, futa sehemu zisizokuhusu, hifadhi kama PDF kabla ya kutuma (isipokuwa mwajiri ameomba Word).
- Urefu: kurasa 1-2. Tumia font moja (Arial au Calibri) ukubwa 10.5-11.

Mifano ya CV Iliyojazwa

Watu wote kwenye mifano hii ni wa kubuni. Tumia kama mwongozo wa mtindo, si wa kunakili.

Mfano A - Assistant Accountant (Tanzania)

NEEMA JOSEPH MOLLEL

Dodoma, Tanzania | +255 7XX XXX XXX | neema.mollel@example.com

PROFESSIONAL SUMMARY

Accounts Assistant with 3 years of experience in accounts payable, bank reconciliation and monthly reporting for a distribution company with 4 branches. Cut month-end closing time from 9 to 5 working days by standardising reconciliation templates. Seeking an Accounts Officer role to strengthen financial controls and reporting.

WORK EXPERIENCE

Accounts Assistant - Mfano Distributors Ltd, Dodoma | Feb 2023 - Present

- Reconcile 6 bank and mobile-money accounts monthly; cleared a backlog of 140 unreconciled items within 2 months.
- Process 250+ supplier invoices per month and prepare payment schedules approved by the Finance Manager.
- Prepare monthly branch sales and expense reports in Excel used in management meetings.
- Support statutory audit by preparing schedules and supporting documents on time.

Finance Intern - Halmashauri ya Mfano, Dodoma | Jul 2022 - Dec 2022

- Recorded revenue collections and assisted in preparing monthly revenue reports.
- Filed and indexed 1,200+ payment vouchers.

EDUCATION

Bachelor of Accounting and Finance, University of Dodoma | 2019 - 2022 | Upper Second Class

CERTIFICATIONS

- CPA(T) - Intermediate Level (in progress), NBAA
- Advanced Excel for Finance - online course, 2024

SKILLS

- Technical: Excel (SUMIFS, pivot tables), QuickBooks, Tally, bank reconciliation, accounts payable
- Professional: reporting, attention to detail, deadline management
- Languages: Kiswahili, English

REFEREES

Mr. A. Shirima, Finance Manager, Mfano Distributors Ltd, +255 7XX XXX XXX | Dr. R. Komba, Lecturer, University of Dodoma, +255 7XX XXX XXX

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