

8 November 2018

Commissioner General of Immigration  
Immigration Division  
P.O. Box 512  
Dar es Salaam

**Ref: MA/IMMIGRATION/2018**

Dear Sir/Madam,

**REF: REQUEST FOR PASSPORT VERIFICATIONS**

Please refer to the subject captioned above.

We hereby request verification of passports for the following:

SN	Full Names	Passport Number
1	Adolf Kazulunga Makene	AB346925

We look forward to your favorable response.

8 November 2018

**REF : MA/NECTA-TZ/2018**

The Secretary  
National Examination Council of Tanzania  
P.O Box 2624  
Dar es Salaam

Dear Sir/Madam

**SUBJECT: ACADEMIC REFERENCE FOR THE CANDIDATE BELOW**

We have been in the process of comprehensive review of background check in Deloitte Consulting Company. We are kindly requesting your good office to assist on verifying their academic certificates.

Below is the candidate attended schools which are under your institution and attached are the copies of certification and confirmation of the authenticity.

The following are list of 2 copies of certificates for verification.

N/S	CANDIDATE NAME	TYPE OF EXAM	YEAR
1.	Adolf Kazulunga Makene	CSE	2004
2.	Adolf Kazulunga Makene	ACSE	2007

Regards,  
Caren Mjema  
Finance & Administration Manager

4<sup>th</sup> Floor , Mwl. Nyerere Building , BibiTiti / Morogoro Road  
P. O Box 4182 Dar es Salaam, Tanzania  
Tel: +255 22 2136908 Fax: +255 22 2136909 Email: [info@mweamaadvocates.com](mailto:info@mweamaadvocates.com)

**ADOLF MAKENE**  
P.O. Box 35091  
Dar es Salaam  
Mobile Phone: +255 715 799 023  
E-mail: [adolfmkn@gmail.com](mailto:adolfmkn@gmail.com)

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#### **PERSONAL PARTICULARS**

Birth date            2<sup>nd</sup> February, 1987  
Birthplace          Dar es salaam, Tanzania  
Sex                  Male  
Marital status      Single  
Nationality        Tanzanian  
Residence          Dar es Salaam

#### **VISION**

To become a reputable person who is skilled in finance and accounting related matters with high level of commitment and willingness to act with integrity so as to bring positive impacts to the organization, personal life and the general public at large.

#### **CAREER OBJECTIVES**

To excel in my work area and to add value through exploiting my knowledge, skills and experience as well as working smart. I would like to exploit my potential and sense of obligation for the benefit of the organization.

#### **EDUCATION BACKGROUND**

2014- 2017     **Bachelor of Commerce in Finance**

**University of Dar es Salaam Business School (UDBS)**

This exposed me towards understanding of corporate finance principles, accounting principles and standards, managerial accounting, auditing, taxation theory and practice, financial management, business research, quantitative methods for decision making, marketing, information technology and information systems, strategic management, international business finance, financial markets and investment analysis.

2005-2007

**Advanced Certificate of Secondary Education**

I pursued my Advance level studies at Ilboru secondary school in Arusha region-Tanzania and awarded an Advanced Certificate of Secondary Education Examinations (ACSEE), **division Two**.

2001-2004

**Certificate of Secondary Education**

I pursued my ordinary level studies at Azania secondary school in Dar es Salaam region-Tanzania and awarded a Certificate of Secondary Education Examination (CSEE), **division One**.

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## **WORK EXPERIENCE**

**March 12<sup>th</sup>, 2018 –Present**

**Internship at Deloitte consulting Limited, Tanzania.**

**My duties and responsibilities included the following:**

- Processing of retirements and staff claim.
- Ensuring the claims submitted are supported with relevant supporting documents.
- Custodian of Petty cash for meeting petty cash expenses.
- Processing of Supplier Invoices for payment.
- Processing of manual and online requisition for LPO generation.
- Preparation of HESLB schedules for submission.
- Assisting in issues relating to Staff pension contributions.
- Dealing with issues affecting staff payroll.

**August 01<sup>st</sup> – September 30<sup>th</sup> 2016**

Practical Training (field placement) at **CRDB MFSCL, Tanzania.**

I rotated in various departments as an intern banker and performed the following duties:-

- Handling of customers deposits and withdrawal slips
- Opening different types of accounts and assist customers in account opening process
- Marketing and selling of CRDB MFSCL products and services
- Ending of Day (EOD) and Starting of Day (SOD) at the ATM
- Operation of the dual control measures at the mini service center
- Reconciling account statement with ATM journal
- Helping the incharge with budget preparation
- Doing performance measurement
- Doing SWOT analysis
- Cash In Transit (CIT) operations
- Running tests at the ATM

**July 20<sup>th</sup> – September 20<sup>th</sup> 2015**

Practical training at Ministry of Finance, Tanzania.

I was located at the pension department and performed the following duties:-

- Issuing of payment vouchers to pensioners
- Filing of Payment vouchers for audit purposes
- Helping pensioners faced with various problems

## **BELIEFS**

I strongly believe in integrity, leading by example, being ethical, respecting the individuals, teamwork, open mindedness, working out of minimum supervision, being honest as well as continuous improvement as the key requirements for success.

## **TRAININGS AND SHORT COURSES:**

- Security awareness, offered by CRDB Bank Plc on August 2016.
- Risk Mitigation process offered by CRDB Bank Plc on August 2016.
- Capacity building training offered by KPMG Tanzania.

## **PROFESSIONAL SKILLS**

- Member of NBAA, Currently pursuing CPA (T)

**ADDITIONAL SKILLS:**

- Proficient in Microsoft Office applications i.e. Word, Excel, PowerPoint, Access and Internet & E-mail
- Driving skills ( Holder of a valid driving license: B, D, E )
- Accounting Packages: Access Dimension, Import Utility, e-claim.

**LEADERSHIP SKILLS:**

- 2015-2016** Coordinator of evangelization ministry of catholic charismatic renewal at University of Dar es salaam parish.
- 2015-2016** Assistant chairman: small Christian communities-university of Dar es Salaam parish.
- 2016-2017** Coordinator of catholic charismatic renewal fellowship at university of Dar es salaam parish.

**TRANSFERABLE SKILLS AND ABILITIES**

- Public speaking and presentation skills
- Excellent interpersonal, team work and multi-tasking skills
- Fast learner with ability to demonstrate learned competencies in the field/workplace
- Ability to work in a demanding, multi-tasking and multi-cultural work environment

**HOBBIES AND PERSONAL CHARACTERISTICS**

Personal Characteristics: Willingness to learn, good interpersonal relationship, flexible to any stable environment, optimistic and hard working.

Hobbies: Studying, listening to gospel music, reading books and magazines, and cooking.

**REFEREES**

	<i>Referee 1</i>	<i>Referee2</i>	<i>Referee 3</i>
Name	Asha A Ramadhani	Emanuel Arkadi	Valentine G.M. Luvara
Position	Incharge	Manager-Market, Credit and Strategic Risk	Lecturer
Organization	CRDB-Bunju Mini service Center	Exim Bank Group	Ardhi University
Address	Dar es Salaam	1431, Dar es Salaam	35176, Dar es Salaam
Mobile	+255 763 600 719	+255 717 481 030	+255 683 948 251
Email	<a href="mailto:Asha.Ramadhani@crdb.com">Asha.Ramadhani@crdb.com</a>	<a href="mailto:emanuela@eximbank.co.tz">emanuela@eximbank.co.tz</a>	<a href="mailto:Luvara001@yahoo.com">Luvara001@yahoo.com</a>

# UNIVERSITY OF DAR ES SALAAM



*This is to certify*  
that

*Adolf Makene*

having satisfied the requirements for the award of the

DEGREE OF  
BACHELOR OF COMMERCE (FINANCE)

WITH HONOURS,

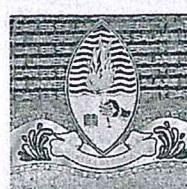
*Second Class, Upper Division*

was admitted to the degree at a congregation  
held in DAR ES SALAAM, on the

*Twenty First day of November  
in the year Two thousand and seventeen*

*K. M. Wambeende*

Vice Chancellor



*Z. Z. Z. Z. Z. Z.*

Deputy Vice Chancellor  
(Academic)

BCOM(F)0000290

# UNIVERSITY OF DAR ES SALAAM

Phone : +255-22-2410077

Fax : +255-22-2410078

E-mail : dvc-arc@admin.udsm.ac.tz

Website : <http://www.udsm.ac.tz>



P.O.Box : 35091

DAR ES SALAAM

TANZANIA



## TRANSCRIPT OF EXAMINATIONS RESULTS

Surname: MAKENE		First Name: ADOLF	Middle Names:
Sex: MALE	Country of Citizenship: TANZANIA	Permanent Address: P. O . BOX 35091 DAR ES SALAAM	
Registration No: 2012-04-03858	Date of Birth: 02-02-1987	Admitted: 2012/2013	Completed: 02.12.2017
College or Campus :	Faculty or Institute : MAIN CAMPUS COMMERCE AND MANAGEMENT		
Name of Programme : BACHELOR OF COMMERCE IN FINANCE			
Admitted on the basis of : DIRECT		Sponsorship : Private Sponsorship	
Overall G.P.A: 3.9		Degree Class : UPPER SECOND WITH HONOURS	

## EXAMINATIONS RESULTS

### FIRST YEAR EXAMINATIONS RESULTS: 2014/15

Course Code	Course Title	Credits	Grade	Points	GPA
AC 100	Principles of Accounting I	12	B+	48	
AC 101	Principles of Accounting II	12	B	36	
CL 108	Business Communication	12	A	60	
DS 101	Development Perspectives I	8	B	24	
DS 102	Development Perspectives II	8	B+	32	
FN 100	Principles of Microeconomics Analysis	12	B	36	
FN 101	Principles of Macroeconomics Analysis	12	B+	48	
GM 100	Principles and Practice of Management	12	A	60	
IM 100	Introduction to Information Technology and Information Systems	12	A	60	
IM 102	Business Mathematics	12	A	60	
MK 100	Introduction to Business	12	B+	48	
MK 101	Principles of Marketing	12	A	60	
		Sub-total	136	572	4.2

### SECOND YEAR EXAMINATIONS RESULTS: 2015/16

Course Code	Course Title	Credits	Grade	Points	GPA
AC 200	Managerial Accounting 1	12	B+	48	
AC 201	Intermediate Accounting	12	B	36	
AC 202	Managerial Accounting II	12	B+	48	
AC 205	Introduction to Auditing and Assurance Services	12	A	60	
AC 207	Taxation Theory and Practice	12	B	36	
FN 200	Principles of Finance	12	B	36	
FN 201	Introduction to Financial Services	12	A	60	
FN 202	Financial Management	12	B+	48	
FN 211	Financial Markets	12	B+	48	
GM 200	Business Law and Ethics	12	B	36	
IM 200	Quantitative Methods for Business Decisions	12	B	36	
IM 205	Business Research Methods	12	B+	48	
		Sub-total	144	540	3.7

**THIRD YEAR EXAMINATIONS RESULTS : 2016/17**

Course Code	Course Title	Credits	Grade	Points	GPA
AC 304	Advanced Financial Accounting	12	B	36	
AC 306	Advanced Auditing and Assurance Services	12	B	36	
FN 300	International Business Finance	12	B	36	
FN 301	Financial Analysis	12	A	60	
FN 302	Securities Analysis and Portfolio Management	12	B	36	
FN 307	Treasury Management	12	B+	48	
FN 310	Investment Analysis	12	A	60	
FN 319	Advanced Securities Analysis and Portfolio Analysis	12	B+	48	
GM 300	Strategic Management	12	B+	48	
GM 333	Field Practical With Research Component	8	A	40	
IM 303	Procurement Management	12	B	36	
MK 301	Entrepreneurship	12	B+	48	
MK 324	Management Consulting Skills	12	A	60	
Sub-total		152		592	3.8

R | 9 | 2017

For Deputy Vice Chancellor  
( Academic )

Date

OFFICIAL SEAL

# ##### END OF TRANSCRIPT #####

1. The transcript will be valid only if it bears the University Seal.
2. Key for Course Credits: ONE CREDIT IS EQUIVALENT TO 10 CONTACT HOURS. POINTS = GRADE MULTIPLIED BY NUMBER OF CREDITS.

3. Key to the Grades and other Symbols for University Examinations: SEE THE TABLE BELOW

Grade	A	B+	B	C	D	E
Marks	70 - 100%	60 - 69%	50 - 59%	40 - 49%	35 - 39%	0 - 34%
Grade Points	5.0	4.0	3.0	2.0	1.0	0.0
Remarks	Excellent	Very Good	Good	Satisfactory	Marginal Fail	Absolute Fail

3. Key to Classification of Awards : SEE THE TABLE BELOW

Degree	Diploma		Certificate		
	Overall G.P.A.	Class	Overall G.P.A.	Class	
4.4 - 5.0	FIRST	4.0 - 5.0	PASS	4.0 - 5.0	PASS
3.5 - 4.3	UPPER SECOND	3.0 - 3.9	PASS	3.0 - 3.9	PASS
2.7 - 3.4	LOWER SECOND	2.0 - 2.9	PASS	2.0 - 2.9	PASS
2.0 - 2.6	PASS				

# *The National Examinations Council of Tanzania*



## *Advanced Certificate of Secondary Education*

This is to certify that **ADOLF MAKENE**

Index No. **S0110-0547**

sat for the Advanced Certificate of Secondary Education Examination

at **ILBORU SECONDARY SCHOOL**

in **FEBRUARY 2007**

and qualified for the award of an

**ADVANCED CERTIFICATE OF SECONDARY EDUCATION**

in Division **TWO**

after attaining the following performance:-

Subject	Grade
GENERAL STUDIES	S (SUBSIDIARY)
PHYSICS	C (PRINCIPAL)
CHEMISTRY	D (PRINCIPAL)
ADVANCED MATHEMATICS	D (PRINCIPAL)

\*\*\*\*\*

*K. Mbukende*  
Chairperson



*E. Malichako*  
Executive Secretary

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special inks and paper.  
Hold this document to the light  
to verify a Giraffe can be seen  
through the paper.

ACS No 0208666

# *The National Examinations Council of Tanzania*



## *Certificate of Secondary Education*

This is to certify that ADOLF MAKENE

Index No. S0101-0019

sat for the Certificate of Secondary Education Examination

at AZANIA SECONDARY SCHOOL

in NOVEMBER 2004

and qualified for the award of a

CERTIFICATE OF SECONDARY EDUCATION

in Division ONE

after attaining the following performance:-



Subject	Grade
CIVICS	B (PASS)
HISTORY	B (PASS)
GEOGRAPHY	A (PASS)
KISWAHILI	B (PASS)
ENGLISH LANGUAGE	B (PASS)
PHYSICS	B (PASS)
CHEMISTRY	A (PASS)
BIOLOGY	C (PASS)
BASIC MATHEMATICS	A (PASS)

\*\*\*\*\*



*Emwakambo*

Chairperson

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special inks and paper.  
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to verify a Giraffe can be seen  
through the paper.

*Ngabane*

Executive Secretary

CS No 0410825





## Candidate's Filling Form

### Academic Background

S/N	Education Level	Institution Name	From	To	Contact Person (Name & Mobile Number)
1	O-level	AZANIA SECONDARY SCHOOL	2001	2004	headmaster@azaniasecondary.sc.tz 0719 999 830
2	A-level	ILBORU SECONDARY SCHOOL	2005	2007	J headmaster ; 0754 985022
3	Certificate				
4	Diploma				
5	Bachelor Degree	UNIVERSITY OF DAR ES SALAAM	2014	2017	DEAN - +255 22 2410006
6	Masters				
7	PhD				

### Employment Background

S/N	Past Employer Name	From	To	Contact Person (Name & Mobile Number)
1	CRDB - BANK	AUG - 2016	SEPT - 2016	ASHA A RAMADHANI 0763 600 719
2	MINISTRY OF FINANCE	JULY - 2015	SEPT-2015	+255 26 2963109
3				
4				
5				

Candidate's Name

ADOLF MAKENE

Signature

Adolf Makene

Name of Employer

\_\_\_\_\_

Signature

\_\_\_\_\_



## CONFIDENTIAL

### Background Check Authorization

Print Name: ADOLF ALPHONSUS MAKE NE

(First)                    (Middle)                    (Last)

Physical Address : TEGETA'A GOBA UBUNGO DAR-ES-SALAAM

(Street)                    (Ward)                    (District)                    (Region)

Address : P.O. BOX 1559, DAR ES SALAAM

Telephone Number: 0715 799023 e-mail address: adolfmkn@gmail.com

Passport No: AB346925 Date of Birth: 02/02/1987

The information contained in this application is correct to the best of my knowledge.

I hereby authorize Mwema Advocates and its designated agents and representatives to conduct a comprehensive review of my background causing a background screening report to be generated for employment.

I understand that the scope of the background screening report may include, but not limited to the following areas: Verification of ID document check; Employment history and references, Education background, Professional qualification, Adverse media search, Criminal check, Compliance database check, birth records, and any other public records.

I further authorize any individual, company, firm, corporation, or public agency to divulge any and all information, verbal or written, pertaining to me, Mwema Advocates or its agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation, or public agency may have, to include information or data received from other sources.

Mwema Advocates and its designated agents and representatives shall maintain all information received from this authorization in a confidential manner in order to protect the applicant's personal information, including, but not limited to, addresses, identity numbers, and dates of birth.

Signature: Adolf Make Ne Date: 08/11/2018