

# CHRISTOPHER JUSTIN MGINA

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## SUMMARY

I am a motivated and enthusiastic accountant, sales, and marketing consultant with over 3 years of experience in the accounting industry, specifically in microfinance, banking, and finance activities. Additionally, I have 4 years of experience in sales and marketing, working as a consultant, marketing manager, and business support executive. I am dedicated to contributing to the success of the organization and strive to work as part of a team to achieve better performance. I am currently seeking a new challenging opportunity to take my career to the next level.

## SKILLS

- Communications Management
- Organization and Time management
- Attention to details
- Technological proficiency
- Problem-solving skills
- Customer service orientation
- Teamwork and collaborations
- Microsoft office

## EXPERIENCE

01/2021 - Current

### **BUSINESS SUPPORT EXECUTIVE JOEH SOLUTIONS LIMITED**

- Delivered exceptional customer experiences and promoted strong relationships.
- Consulted with customers about current products and services, proposed upgrades and finalized sales.
- Rendered on-demand support to senior leadership, connecting executives with appropriate management personnel to address concerns.
- Identified and managed service risks within company, recommending best practice enhancements and guidelines updates.
- Increased customer service success rates by quickly resolving issues.
- Streamlined office operations by effectively monitoring and addressing client correspondence and data communications.
- Developed and implemented strategies to streamline office operations.

07/2017 - 12/2021

### **ACCOUNTANT OCCUPATIONAL SAFETY AND HEALTH AUTHORITY**

- Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating, cash, and banking reconciliations.
- Gathered financial information, prepared documents, and closed books.
- Used advanced software to prepare documents, reports, and presentations.
- Maintained up-to-date knowledge of professional accounting standards to manage financial recordkeeping.
- Partnered with auditors to track errors and add contributions to maintain accuracy.
- Maintenance of payables and receivables accounts
- Used double-entry accounting methods and checkbacks to manage

daily entries to general ledgers.

## **EDUCATION AND TRAINING**

<b>11/2019</b>	<b>BACHELOR OF ACCOUNTANCY: ACCOUNTS</b> <b>INSTITUTE OF FINANCE MANAGEMENT - DAR ES SALAAM</b>
<b>05/2016</b>	<b>CERTIFICATE OF ADVANCE EDUCATION</b> <b>MATEMA BEACH HIGH SCHOOL - MBEYA</b>
<b>2013</b>	<b>CERTIFICATE OF SECONDARY EDUCATION: BUSINESS STUDIES</b> <b>EFATHA SEMINARY SECONDARY - BAGAMOYO</b>