

RESUME

Balqis Muhidin Mapeyo

P.O. Box 2851, Dodoma

Mobile +255 713 864 047

E-mail balqismapeyo@gmail.com

A: PERSONAL INFORMATION

Date of birth : 31st March 2000
Sex : Female
Marital status : Single
Nationality : Tanzanian

B: PERSONAL PROFILE

I am a dynamic professional, self-motivated with ability to work under pressure, initiative, hard worker, determined in generating outstanding and high standard results, creative, attentive and considerate to details and customer focused person.

C: ACADEMIC PROFILE

AWARD	INSTITUTE	YEAR
Bachelor in Development Finance and investment Planning	Institute of Rural Development Planning	2018 - 2021
Advanced Certificate Secondary Education Examination	Kunduchi Girls Islamic High School	2016 - 2018
Certificate of Secondary Education Examinations	Matangini Islamic Secondary School	2012 - 2015

D: COMPUTER LITERACY

MS Office: Microsoft Word, MS Excel, MS Access

Other packages: Statistical Package for Social Scientist(SPPS)

E: PROFESSIONAL EXPERIENCE

Brac Tanzania Finance Ltd- Accounting Department.

March 2024 up to February 2025

Designation: Accountant

Duties and responsibilities:

- Ensure daily posting of instalments
- perform bank reconciliation
- Ensure loan Disbursement.
- Registration of customers
- Recording and helps Customers Repayment
- Issuing of Customer receipts against payment
- Any other duties assigned to me

Easy Buy Company – Sales and Marketing Department. August 2023 to February, 2024

Designation:**Duties and responsibilities**

- Registration of customers
- Recording of Customer/Member payment
- Issuing of Customer receipts against payment
- Any other duties assigned to me

Tampro Saccos Ltd – Finance Department July 2022 to February, 2023**Designation: Research Trainee****Duties and responsibilities:**

- Registration of customers
- Recording of Customer/Member payment
- Issuing of Customer receipts against payment
- Updating individual Customer financial information
- Preparation of Customer statements
- Posting Customer Payments and Deductions in their ledger
- To prepare cheques and petty cash payments
- Perform bank reconciliation
- Any other duties assigned to me

Dodoma City Council – Community Development Department July 2021 to October, 2021**Designation: Research Trainee****Duties and responsibilities:**

- Prepares interview questions and collects data.
- Conducts research experiments.
- Analyses data and summarizes results.
- Fact checks and proofreads manuscripts
- Generates graphs and spreadsheets to portray results.
- Maintains research equipment

TANESCO –Revenue Department July 2020 to September, 2020**Designation: Research Trainee****Duties and responsibilities:**

- Maintenance of cash book
- Preparation of monthly bank reconciliation statement
- Preparation of periodical Income and Expenditure report
- Preparation of VAT returns and other council levies
- Recording of day to day Input and Output tax & Maintenance of fixed assets register

Kinondoni Municipal Council – Community Development Department. July 2019 to August 2019**Designation: Research Trainee****Duties and responsibilities:**

- Data collection, data cleaning and data analysis on the society, economic and environmental status in Kawe ward
- Drafting social economic profile of Dar es salam District Council in kawe.

VOLUNTEERISM

I have a passion of volunteering and started to volunteer when I was a child, I attended different training concerning with volunteerism.

Volunteerism experience

❖ An Nahl Trust

I joined An Nahl since 2018, where I have been volunteering in different activities of An Nahl

Duties performed

- Organizing of various activities such as Uni here I Come, form four ceremony and Ramadhan Quiz.
- Organizing various activities such as Hospital visit and School visit.

F: COMMUNICATION SKILLS/ LANGUAGE

	Reading	Writing	Spoken
English	Excellent	Very Good	Very Good
Kiswahili	Excellent	Excellent	Excellent

G HOBBIES

- Reading, Travelling, Social Networking

H. REFEREES

Dr. Swaum Mwasha Lecturer University of Dar Es Salaam P.O.Box Dar Es Salaam Tel Mob : + 255 653 001 948 E-mail : @gmail.com	CPA(T). Juma Zubery Auditor ABS Consultants P.O.Box Dar Es Salaam Tel : Mob : + 255 789 288 444 E-mail: jzubery@absconsultants.co.tz	Mr. Hassan Msangi Joiner Operations Officer Lake Cement Ltd P.O.Box Dar Es Salaam Tel : Mob : + 255 654 829 190 E-mail: hassanmsangi@gmail.com
--	--	---