

# CURRICULUM VITAE

**kelvin**

ACCOUNTS ASSISTANT

Location: Dar es salaam  
Phone: 0714059160  
Email: kelvin@exactmanpower.co.tz  
Nationality: Tanzanian  
Date of birth: 2023-03-24  
Gender: Female  
Marital status:



## PROFESSIONAL SUMMARY

chagga , culture , China Personality: Hard working , Attention to details , Attention to details , Result oriented. , Attention to details , Result oriented. Skills : MICROSOFT OFFICE , bootspring , CISCO , Focuses on customer and market Demonstrates functional excellence Software: quick book , HR Software

### Career Objective

Good kelvinschagga , culture , China Personality: Hard working , Attention to details , Attention to details , Result oriented. , Attention to details , Result oriented. Skills : MICROSOFT OFFICE , bootspring , CISCO , Focuses on customer and market Demonstrates functional excellencehmmnnnnnn

## WORKING EXPRIENCE

### ICAP

Dar Es Salaam, Dar

- **PROJECT MANAGER**

ICAP

2022 - Present

- **Data Management Associate**

ICAP

2019 - 2020

### TRA

Dodoma, Mwanza

- **ASSISTANT ACCOUNTS OFFICER II**

TRA

2022 - 2023

- **PROJECT MANAGER**

TRA

2022 - Present

**Diamond Trust Bank (T) Ltd**

Dodoma, Chimwaga

- **ACCOUNTS ASSISTANT**

*Diamond Trust Bank (T) Ltd*

2023 - Present

## LANGAUGES

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Kiswahili, English, French

## SKILLS

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**Culture:** China, culture, chagga

**Pasonality:** China, culture, chagga

**Skill & Knowledge:** CISCO, Focuses on customer and market Demonstrates functional excellence, MICROSOFT OFFICE, bootspring

**Software:** HR Software, quick book

**Tools:** PAYSPACE

## EDUCATION DETAILS

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**data science:** 2023 - 2023

*Bachelors degree, dar es salam*

## PROFICIENCY QUALIFICATION

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**certificate of math:** 2023 - 2023

*Mathematics, Dar es Salam*

## REFEREES

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**kelvin cosmas mushy**

Software developer

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**Cosmas Henry Mushy**

Software Developer

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