**MARYGORETHY ANTHONY KAMALA**

P.O. Box 300 Bukoba Kagera

E-mail: maryanthony372010@gmail.com

Tel +255 764 152 553

**PERSONAL INFORMATION**

▪ **Date of birth:** 26th November, 1983

▪ **Place of birth:** Bukoba Kagera

▪ **Nationality:** Tanzanian

▪ **Marital status:** Single

▪ **Languages:** Swahili and English

▪ **Sex:** Female

**PERSONAL PROFILE**

Having experience of more than14 years on accounting, customer service and stock management and other duties makes me confident, who knows my role and my contribution to whichever environment I belong, I personally can work under pressure, and precise a hard worker who believes that can deliver the best service. I am dedicated to work, and respect People's decision, hence also giving a chance to listen to other in terms of views and opinions. I am a quick learner who believes challenges are the path of success.

My daily Moto is believing “Every day is a second chance so it is never too late to make the best of it.” hence I can change the future by making the best actions/decisions today.

**EDUCATION**

➢ **St. Augustine University of Tanzania (SAUT)** Certificate in Accountancy

2015 - 2016

➢ **St. Augustine University of Tanzania (SAUT)** Diploma in Accountancy

2016 - 2018

➢ **Bukoba Secondary School** Ordinary certificate in secondary education

1995-1999

**WORK EXPERIENCE AND EXTRA ACTIVITIES**

FROM 1ST January 2006 TO DATE Working with Tanzania Posts Corporations

* Working as a cashier (Strong Room) at Bukoba HPO June,2020 to date
* Working at accountant office as a trainee doing the accounting activities 2018- 2019
* Working at cash account department at Bukoba HPO August ,2015 – 2018
* Working as a counter attendant at post office providing counter services such as sales of postal products and agency business like Tanzania Postal Bank (TPB),CRDB Bank and National Insurance Company (NIC) 2006-2015

**SKILLS AND COMPETENCE**

* Microsoft Office Suite
* Communication skills

**HOBBIES**

▪ Travelling

▪ Reading

▪ Sports

▪ Networking

**REFEREES**

FERDINAD KABYEMELA

REGIONAL MANAGER - KAGERA

TANZANIA POSTS CORPORATION

P.O. BOX 300

BUKOBA

Tel: +255 713 059 000

Email: ferdinand.kabyemela@posta.co.tz

JOHN ANATOLY LWAMBAGAZA

DAR ES SALAAM

Tel: +255 754 489 792/+2550682 283 090

ADRIAN ANATOLY KAGIMBO

BIHARAMULO

KAGERA

Tel: +255 787 573 380

MARYGORETHY ANTHONY KAMALA

P.O. BOX 300,

BUKOBA

TEL: +255 764 152 553.

25.05.2020

TO,

DIRECTOR GENERAL,

NATIONAL ENVIRONMENTAL MANAGEMENT COUNCIL,

35 Regent Street,

P.O. BOX 63154,

11404 DAR ES SALAAM

TANZANIA

Dear Sir/Madam

**ACCOUNTANT OFFICER - JOB APPLICATION**

I write to express my interest in the Accountant Officer position in your Organization.

I worked as a Postal Clerk for more than 14 years where I have gained considerable knowledge and experience in Accounting duties. I am familiar with the most recent Accounting programs and software such as SAGE Pastel software and I have a thorough knowledge of Accounting.

I am analytical minded and have no problems focusing on the tasks at hand to provide fast, accurate results.

I am ready to work at any of the NEMC offices in Tanzania and I am willing to cover any transfer costs when I will be successfully selected.

I have excellent communications skills and a strong desire to advance my career. I fully understand the need for confidentiality and adhere to a strong code of ethics.

I would like to take this opportunity to thank you in advance for considering me for this position. I hope to hear from you soon.

Sincerely,

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Marygorethy A Kamala