**CURRICULUM VITAE**

**Personal Information:**

Surname : Stephen

Given Name: Felician

Address: P. o .Box 13046

Dar es Salaam

Mobile: 0787 -636374

E-mail: [maro.felician@rocketmail.com](mailto:maro.felician@rocketmail.com)

Date of Birth: July, 10,1974

Place of Birth: Dar es Saalam

Nationality: Tanzanian

Martial Status: Married with two children

Languages:Kiswahili: Excellent written and oral skills

English: Good written and oral skills

French: Beginner-reading, writing,speaking & listening

**Objectives:**

I am willing to give total support , with the experience and capability that I have, in order

to achieve organization’s goals and create mutual benefits.

**Formal education:**

2011 to present Master of Business Administration (MBA) of Corporate Management-Mzumbe university. I have completed Course work while I do expect to start Dissertation soon.

2009 - 2011 **Postgraduate Diploma in Finance Management** -Institute of Finance Mgt (IFM ), Dar es Salaam(Majoring in Finance Management )

2005 - 2008 **Advanced Diploma in Accountancy** -Tanzania Institute of Accountancy (TIA), Dar es Salaam (Majoring in Accountancy-)

2001 - 2003 **Diploma in Education** -Dar es Salaam Teachers College (DTC), Dar es Salaam

(Majoring in Science education of Chemistry & Mathematics-)

5THDec.2005-14THFeb.2006 **Certificate** **in Computer**-University of Dar es Salaam Computing Centre, Dar es Salaam (Microcomputer Applications-)

6TH-10TH AUG.2012 **Certificate in Water Management Information System (MIS)**

**-Water Development & Management Institute -DSM**

1995 -1997 **Advanced level Secondary Education** -Moshi Secondary School(Majoring in Science of Physics,Chemistry &Mathematics)

1990-1994 **Ordinary level Secondary Education-** Nyegezi Seminary in Mwanza

1984-1990 **Primary Education** Mukendo Primary School-, Musoma

**Vocational Experience:**

2009 – Present ACCOUNTANT -KISARAWE DISTRICT COUNCIL, Kisarawe

Assist the District Treasurer(DT) in maintaining ,reporting and recording Books of Accounts i.e

* preparing monthly reconciliation of respective accounts.
* preparing monthly report of revenue & expenditure of respective account.
* preparing final accounts of respective account.
* maintaining imprest retirement.
* monitoring loan deductions of Employees for Financial service institutions
* Confidential matters ( Salaries, employees etc )
* Budgeting

**Achievements:**

1. I have managed to monitor imprest retirement on time as a task of Finance manager
2. I have managed to prepare loan deductions as early as possible
3. I have successfully managed to prepare& release salaries on time
4. I reconcile & report my accounts monthly

2011-Present Commercial Manager-KUWSSA

Also, at the same time am serving as a commercial Manager of Kisarawe Urban Water Supply and Sanitation Authority (KUWSSA),my duties being:

* Preparing bills for customer monthly.
* Collecting revenues of water bills from customer
* Recording and keeping books of accounts

**Achievements:**

* Billing has been issued on time monthly
* Revenue collection is efficient from customer
* Bad debtors has been discouraged to higher degree.

2002-2005 Assistant Education officer II (Teacher ) MANEROMANGO SECONDARY

SCHOOL, Kisarawe

**(i) *as mathematics Teacher***

* Teaching mathematics on respective classes
* Providing questions & solving difficult in group discussion
* Making teaching understood to students by using Teaching aids

**(ii)** ***as academic master 2004/2005***

* Advising the Head of school on academic matters
* Registering candidates for NECTA
* Supervising the filling of CA forms for NECTA
* Preparing school time table
* Supervising school internal exams
* Distributing teaching materials to the head of department

***Achievements:***

1. I managed to raise academic performances among students
2. I made mathematics to be favorite subject in the class
3. I created good relations between Teachers & Students

**Skills:**

**Computer:**

* MS Word; MS Excel, MS Works
* MS Access; Internal and E-mail
* Power Point

**Driving:** I have knowledge in driving with a license of class D.

**Vocational trainings:**

* **OCT 2010-JUNE 2011-Training on Capacity Building programme of commercial management.**

I attended fully and participated effectively in the Nine (9) months Training of Financial /Commercial Management session of the Capacity Building programme for Regional and District Water Supply and Sanitation Authorities-Tanzania, from October 2010 to June 2011 under the auspices of ACP-EU water facility, the Government of United Republic of Tanzania and the German BMZ/GIZ and afterwards being offered a certificate.

* **Registered member of National Board of Accountants &Auditors(NBAA)**

with registration number 013850 issued on 26/09/2008 aimed to sit for model E

&F level exams in order to achieve a CPA professional.

* **1ST OCT -31ST DEC.2007** -**Practical Training on Accounting & Finance**

I attended three months training at TANESCO in Finance Department as part of fulfilling my undergraduate course since 1st Oct 31stdec.2007

* **15TH SEPT-20TH SEPT 2003-Training on Mathematics**

I participated and completed a 5 days training on mathematics conducted by Mathematics Association of Tanzania (MAT) and held at Four –H centre, Tanga from15th Sept-20th Sept 2003.

**Awards:**

**In 2011** , I was awarded a certificate of appreciation of good performance, integrity &accountability in the department of Finance at Kisarawe District council by Tanzania Local government Workers Union (TALGWU) when performing my duty as Accountant.

**Personal Interests:**

* Reading (marketing communication, management psychology, lifestyle)
* Playing musical instrument (piano, keyboard, guitar)
* Sports (gym/ fitness centre, football, table tennis)

**Referees:**

(i) TANDASI MAJAGA (ii) DEBORAH SUNGUSIA-0715277232

District HRO

Kisarawe Council

P .O.BOX 28001

KISARAWE-0787-881585