

BALDWIN THADEUS ASSEY

COMMERCE IN FINANCE GRADUATE

+255 718 664 304 Dar es Salaam, Tanzania asseybaldwin@gmail.com

PROFESSIONAL SUMMARY

Graduate with a Bachelor of Commerce in Finance from the University of Dodoma. Possesses strong desire and ability to master new concepts quickly and implement them efficiently. Trustworthy, responsive, creative, and adept at working in teams or independently with minimal supervision. Eager to contribute expertise in finance and administration while continually developing professional skills through hands-on experience and collaboration with peers in organizational settings.

ACADEMIC BACKGROUND

UNIVERSITY OF DODOMA

BACHELOR OF COMMERCE IN FINANCE

2021 - 2024

KIFARU SECONDARY SCHOOL

ADVANCED CERTIFICATE OF SECONDARY EDUCATION (ACSEE)

2019 - 2021

KIRUA SECONDARY SCHOOL

CERTIFICATE OF SECONDARY EDUCATION (CSEE)

2015 - 2018

MKWAWA PRIMARY SCHOOL

CERTIFICATE OF PRIMARY EDUCATION

2008 - 2014

WORKSHOP AND TRAININGS

TRA CLUB

TAX COLLECTION MANAGEMENT, IMPACT TO ECONOMY

MARCH 2021 - JULY 2024

UDOM HEALTH CLUB

NETWORKING, GOAL SETTING, ROLE MODELING

MARCH 2022 - JULY 2024

LANGUAGE PROFICIENCY

SWAHILI	GOOD	<input type="radio"/>	VERY GOOD	<input type="radio"/>	EXCELLENT	<input checked="" type="radio"/>
ENGLISH	GOOD	<input type="radio"/>	VERY GOOD	<input type="radio"/>	EXCELLENT	<input checked="" type="radio"/>

CORE SKILLS

- Accounting and Financial Reporting
- Investment Analysis
- Financial Record Management
- Leadership and Teamwork
- Computer Applications (Excel, Word, PowerPoint)
- Communication and Negotiation
- Time Management and Adaptability
- Report Writing and Presentation
- Adaptability and Problem-Solving

CAREER HISTORY

POSITION : INTERNSHIP ACCOUNTANT
INSTITUTION: MAKANGARAWE HOSPITAL
DURATION: JULY 2024 - AUGUST 2024

GENERAL ACTIVITIES AND ROLES

- Recorded and organized payment vouchers, invoices, and supporting documentation for hospital procurement.
- Assisted with monthly bank reconciliation and balance reviews.
- Helped track expenditure, budget utilization, and resource allocation.
- Managed daily entries in accounting software and maintained expense ledgers.
- Supported internal and external financial reporting for audits.
- Coordinated with medical and administrative staff for departmental expense planning.

ACHIEVEMENTS

- Developed improved tracking methods for hospital supplies and payment processing.
- Streamlined voucher submission process, reducing errors in expense recording.
- Facilitated timely completion of financial audits with thorough documentation.
- Strengthened teamwork during cross-departmental budget collaboration projects.
- Enhanced adaptability by responding promptly to urgent support and financial queries.
- Contributed innovative solutions for budget planning and hospital cost optimization.

POSITION : TRAINING ACCOUNTANT
INSTITUTION: TAX REVENUE AUTHORITY (TRA)
DURATION: JULY 2022 - AUGUST 2022

GENERAL ACTIVITIES AND ROLES

- Assisted in preparing and organizing payment vouchers and supporting financial documents.
- Supported bank reconciliation activities and financial data entry in accounting software.
- Participated in daily transaction recording and documentation for tax revenue accounts.
- Maintained accurate filing systems for tax records and audit paperwork.
- Liaised with administrative staff during tax collection and financial reporting cycles.
- Attended departmental meetings to contribute to process improvements.

ACHIEVEMENTS

- Improved document filing efficiency, ensuring timely financial record updates.
- Successfully supported quarterly internal review for compliance and accuracy.
- Built foundational expertise in government tax accounting procedures and reporting frameworks.
- Recognized for diligence, adaptability, and proactive problem solving by the TRA accounting team.
- Reduced discrepancies in tax records by meticulous cross-checking of documentation.
- Enhanced communication between accounting and administrative teams for project reporting.

REFEREES

CPA-T DAVID MWAKAPALA

POSITION: Lecturer

INSTITUTION: University of Dodoma

EMAIL: daudimwaka3@gmail.com

PHONE: +255 716 051 251

GILBERTMAFURUNJA

POSITION: Customs Officer

INSTITUTION: TRA Dar es salaam

EMAIL: gmafurunja@tra.go.tz

PHONE: +255 719 523 124

MR. VALERI KISAKA

POSITION: Manager

INSTITUTION: TRA Dar es salaam

EMAIL: valerikisaraka@gmail.com

PHONE: +255 788 736 168

DECLARATION

I hereby declare that the information provided in this CV is true and correct to the best of my knowledge and belief.

Name: BALDWIN THADEUS ASSEY

Signature: _____

