

Hassan Ramadhani Mfaume

P.O Box 70239, Dar es Salaam

+255 695 982871 | hmfaume119@gmail.com

PERSONAL PROFILE

Highly motivated individual who can deliver high performance with minimum supervision. Able to work in a fast-paced environment and able to learn quickly and grasp things easily.

Easily adapt to varying circumstances and fit into a team while making valuable contributions to the organization.

Happy to abide to professional ethics and perform duties with highest level of integrity and honest.

FIELD EXPERIENCE

August 2023 – September 2023

Accountant Officer, Tanzania Social Fund (TASAF)

As an accountant, I was responsible for the following tasks:

- Preparation of payment vouchers
- Preparation of checklist
- Performed reconciliations
- Prepared journal vouchers
- Prepared statement of payment and receipt
- Received cheque
- File dispatching
- Assisting with other accounting tasks as assigned by a supervisor.

June 2018 – July 2018

Stores Officer, Muhimbili National Hospital

As a field trainee, I was responsible for store operations. Scope of work included:

- Received, inspecting and stored materials
- Conducted stocktaking and stock checking of materials
- Preparation of procurement documents
- Maintained inventories and ordered new items

EDUCATION

Tanzania Institute of Accountancy (TIA)-Dar-es-Salaam, 2021 -2024

- Bachelor degree of Accountancy

College of Business Education (CBE) - Dar-es-Salaam, 2017-2020

- Diploma in Procurement and Supply Management

College of Business Education (CBE) - Dar-es-Salaam, 2016 - 2017

- Certificate in Procurement and Supplies Management

Juhudi Secondary School Education, 2012-2015

- Certificate for Secondary School Education (CSEE)

Msasani Primary School-Dar Es Salaam,), 2005-2011

- Certificate for Primary School (NACTE)

TECHNICAL SKILLS

- Excellent in Microsoft Office (Word, Excel, Power Point)
- Marketing skills in purchasing and selling

INTERPERSONAL SKILLS

- Excellent in written and verbal skills
- Flexibility and time management
- Ability to work as a team and independent
- Problem solving skills and leadership skills

INTERESTS

- Sports(football)
- Travelling
- Networking to meet new people and make friends.

REFEREES

Salehe Ally Amour

Accountant

RAS Ruvuma

+255 657 122 623

saleheamour008@gmail.com

Humphrey Thomas Munema

Supplies Officer

Serena Hotel, DSM

+255 717 852 277

humphreymunema@gmail.com

Asia Mohamed Mfaume

Community Organiser

BRAC Microfinance

+255 746 654 566

moasia47@gmail.com