

## **CURRICULUM VITAE (CV)**

### **CONTRACT DETAILS**

Full Name : Peter Benedict Mtui  
Date of Birth : 25<sup>TH</sup> August 1997  
Place of Birth : Dodoma City Council  
Marital Status : Single  
Tribe : Chagga  
Nationality : Tanzanian  
Gender : Male  
Religion : Christian  
Language Proficiency : Swahili and English (fluent both spoken and written)  
Postal Address : C/o V. ELISARIA, P. O. BOX 1501, Dodoma.  
Phone Number : +255625 655 715 or +255767 555 264 or +255673 220 436  
Email : [pbene9725@gmail.com](mailto:pbene9725@gmail.com) or [furahabenedict@gmail.com](mailto:furahabenedict@gmail.com)  
National ID no. : 19970825-41213-00002-24

### **ACADEMIC QUALIFICATION**

YEAR	INSTITUTION	AWARDS
2016-2017	College of Business Education (CBE)	Diploma Certificate in Accountancy
2015	College of Business Education (CBE)	Basic Certificate in Accountancy
2011-2014	Northern Highlands Secondary School (NHSS)	Form Four Academic Certificate
2004-2010	Mlimwa "A" Primary School	Standard VII Certificate

### **PROFESSIONAL QUALIFICATION AND EXPERIENCE**

YEAR	ORGANIZATION	DESIGNATION	DUTIES
Dec. 2016 to Jan. 2017	TANESCO- Dodoma Region	Field worked in Expenditure section at Financial Department	>To do and prepare bank reconciliation statement >To prepare voucher for various payment i.e staff and S.T.E wages. >To control budget >To sorting and filing various accounting documents.

			>To record imprest and normal petty cash in the cash book analysis.
Feb. 2018 to Dec 2019	TANESCO-Dodoma Region	Working as Accounts Assistant in Financial Department at TANESCO as Special Task Employment Contract Teams (S.T.E)	>To received, booking and prepare cheque payment voucher for supplier >To do and prepare bank reconciliation statement >To prepare both monthly payment control and outstanding creditors report >To enter Withholding Tax on TRA gateway system and submit at the end of month. >To prepare payment voucher for staff and S.T.E wages. >To control budget >To sorting and filing various accounting documents. >To record imprest and normal petty cash in the cash book analysis.
May 2020 to July 2022	TANESCO-Chamwino Ikulu District	Working as Accounts Assistant in Financial Department at TANESCO as Special Task Employment Contract Teams (S.T.E)	>To prepare Petty cash voucher for staff payments >To prepare Daily Cash Collection (DCC) and Monthly Cash Collection (MCC) report >To issue control number for payment and receive payment through E-Payment system >To issue service line number, CWO and post Petty cash voucher on ISCALA system >To register customer meters on INTRON system >To sorting and filling various accounting document.
Nov. 2023 up to date	TANESCO Dodoma Region	Working as Accounts Assistant in Financial Department at TANESCO under Special Task Employment Contract Teams (S.T.E)	>To prepare payment voucher for staff and S.T.E wages > To retire special payment fund for creditors and STE wages >Other duty assigned by my supervisor.

#### Computer Literacy and Other skills:

- Microsoft Word, Excel and Power point
- Internet



## HOBBIES

- Learning new things
- Exchange ideas with people
- Listening music

## REFEREES:

1. Mr. Juma S. Maganga  
Position: Senior Principal Investment Officer  
Institute: PSSSF  
Branch: HQ office  
Postal Address: P. O. Box 1501, Dodoma  
Email: [jmaganga50@gmail.com](mailto:jmaganga50@gmail.com)  
Tel: +255784648798
2. Mr. Anthony V. Nzungwa  
Position: District Accountant  
Institute: TANESCO  
Branch: Chamwino District  
Postal Address: P. O. Box 49, Dodoma  
Email: [anthony.nzungwa@tanESCO.co.tz](mailto:anthony.nzungwa@tanESCO.co.tz)  
Tel: +255765029064
3. Mr. Mzee R. Levira  
Position: Plant Financial Accountant  
Institute: TANESCO  
Branch: Kidatu Plant  
Postal Address: P. O. Box 186, Kidatu  
Email: [mzee.levira@tanESCO.co.tz](mailto:mzee.levira@tanESCO.co.tz)  
Tel: +255714077262 or +255683475431

## Declaration Statement:

I declare that the information which I described above is true.

  
PETER BENEDICT MTUI