

CURRICULUM VITAE (CV)

1.0 personal detail

First name : JACKSON
Middle name : PETER
Last name : SHELUTETE
Place of birth : TANGA
Nationality : TANZANIAN
Religion : CHRISTIAN
Sex : male
Marital status : marriage
Language : English and Swahili
Mobile : 0718638004/0716129596

2.0 LANGUAGE PROFICIENCY

language	Read	Write	Speak
Swahili	good	good	good
English	good	good	good

3.0 ACADEMIC BACKGROUND

DURATION	INSTATE INTENDED	AWARD
2013-2015	TANZANIA PUBLIC SERVICE COLLEGE - TANGA	DIPLOMA IN ACCOUNTANCY
2013	TANZANIA PUBLIC SERVICE COLLEGE - TANGA	CERTIFICATE IN ACCOUNTANCY
2007- 2010	MARAMBA SECONDARY SCHOOL	CERTIFICATE OF SECONDARY EDUCATION
1999- 2006	MARAMBA B JKT	CERTIFICATE OF PRIMARY

4.0 WORK EXPERIENCE

PLACE : AZAM MEDIA
POSITION : CASHIER
DATE : APRIL 2016- MAY 2024

5.0 DUTIES UNDERTAKEN

- Preparation of payments
- Cash handling and deposit to the bank account
- Preparation of daily and monthly report of cash received from customer
- Preparation of cash reconciliation with equivalent to z report
- Customer handling
- Scanning document and send to finance department.

6.0 SKILLS

- Preparation of payments
- Computer skills
- Customer handling
- Good interpersonal skills
- Communication skills
- Leadership skills

7.0 OTHER SKILLS

Guidance and counseling skill, public speaking and presentation skill, work place relation, critical thinking and problem solving skill, and entrepreneurship skill.

8.0 HOBBIES

Reading bible, singing, serving community, read books play football, and entrepreneur

9.0 REFEREES

1. NAME : STEVEN ZAYUMBA
PLACE : TANGA
POSITION : PASTOR
MOBILE : 0713972208
2. NAME : CHARLES HARUNA
PLACE : DAR ES SALAAM
POSITION : PASTOR

10.0 DECLARATION

I Jackson peter shelutete I declare that the information in these curriculum vitae (CV) is true to the best of my knowledge.

A handwritten signature in blue ink, appearing to be 'J. Peter Shelutete', is written over a horizontal dotted line.

Signature