

**Irene Edwin Anangisye**  
**P.O. Box 2516, Dar es salaam, Tanzania.**  
**Phone 0654557257, Email: ireenedwin1987@gmail.com**  
**CURRICULUM VITAE**

**A: PERSONAL PARTICULARS**

**Sex:** Female  
**Date of birth:** 29<sup>th</sup> October 1987  
**Nationality:** Tanzanian  
**Languages:** Fluent in spoken and written English and Swahili languages

**B: THE HIGHEST EDUCATION ATTAINMENT**

<b>Year</b>	<b>Institution/ School</b>	<b>Award</b>
2009-12	Institute of Finance Management (IFM)	Bachelor of Accounting
2007-09	Arusha Secondary School	Advanced Certificate of Secondary Education
2003-06	St. Mary's Mazinde Juu Secondary School	Certificate of Secondary Education
1996-02	Raskazone English Medium Primary School	Certificate of Primary Education

**C: PROFESSIONAL EXPERIENCES**

**Tanzania revenue Authority:**

**April 2015 to date**

**Tax Management Officer (TMOI)**

**Responsibilities**

- To assist in assessment, collection and enforcement of government taxes and fee.
- Assisting in preparation of action plans.
- Conducting face vetting of tax return.
- Prepare weekly/monthly/quarterly/semiannual and annual reports on assessments.
- Conduct interviews for new taxpayers.
- Conduct desk audit on simple cases and assist in field audits
- Conduct physical and compliance surveillance surveys
- Prepare respective periodic management reports
- Gather information of new taxpayers' registrations
- Prepare tax position for all taxpayers and arrears list and follow up payments;
- Gather the information of Value Added Tax registration for those taxpayer who qualified to be registered as per VAT Act, 2014
- Perform other duties assigned by the supervisor.

## **D: THE SKILLS I HAVE**

- I have the administration skills, Presentation skills, social group building skills, communication skills both verbally and in writing, an ability to exercise discretion and exercise confidentiality, problem solving skills, guidance and counseling skills, interviewing skills, team management skills, team player and computer skills.
- I am a self motivated and flexible person of high integrity, eager to learn, value teamwork, value diversity, able to work under minimum supervision and at stressful environment.

## **E: HOBBIES**

- Watching movies, Swimming and Playing volleyball
- Reading News Papers & Browsing Internet

## **H: REFEREES**

### **1. Mr. Edmund Kawamala**

Regional Tax Manager  
Tanzania Revenue Authority  
P.O Box 12116,  
Dar es salaam, Tanzania.  
Mobile: +255 754 294 542

### **2. Mr. Masau Clifford Malima**

Regional Tax Manager  
Tanzania Revenue Authority  
Mobile: +255 755 541 023  
P.O Box 25216,  
Dar es Salaam, Tanzania.

### **Mr. Peter Eliona Jackson**

Assistant Regional Manager - Audit  
Tanzania Revenue Authority  
Kigoma, Tanzania.  
Mobile: +255 757 745 923