

## CURRICULUM VITAE

Detailed CV.

CHECK NUMBER 10631928

Pendo Hiliard Mwenisongole

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### PERSON PARTICULARS

Full name: Pendo Hiliard Mwenisongole

Date of birth: 20/05/1978

Nationality: Tanzania

Sex: Female

Marital status: Married

Languages: English & Kiswahili

Current position: Principal Account Assistant - Ministry of Health

Place of duty Ministry of Health – National Health Laboratory

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#### ACADEMIC QUALIFICATIONS

Degree of Masters of Science in Accounting and Finance - (MZUMBE) September 2011 to June 2013

Post Graduate Diploma in financial management PGDFM (IFM) September 2005 June 2006

Advance Diploma in Accountancy ADA – (TIA ) September 2002 to June 2004

Advance level (ACSEE) Mwenge Open Academy 1997 to 1999

Ordinary level (CSEE) Zanaki Secondary School January 1993 to December 1996

#### PERSONAL ATTRIBUTE:

Excellent in understanding organizational behavior, strategic management skills, good at making things happen under pressure in accounting operation business setting.

#### CAREER OBJECTIVES

To find a challenging position to meet my competencies, capabilities, skills, education, and experience

#### WORKING EXPERIENCE

Accountant Assistant Kinondoni Municipal Council (KMC) 2006 to 2014

Senior accountant Assistant Ministry of Health (MOH 2014 to date

#### RESPONSIBILITIES

Verifying, allocating, posting, and reconciling accounts payable and receivable

Analyzing financial information and summarizing financial status

Spot errors and suggest ways to improve efficiency and spending

Provide technical support and advice on the management finance aspect

Manage accounting assistants and bookkeepers

Participate in financial standards setting and forecast process

Prepare financial statements and produce budget according to schedule.

Assist with tax audits and tax returns

Direct internal and external audits to ensure compliance

Plan, assign and review staff's work.

Support month – end and year end close process

Develop and document business processes and accounting policies to maintain and strengthen internal controls.

Ensure compliance with the law, regulation, and standard

EXTRA CURRICULA ACTIVITIES
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Member of the National Board of Accountants and Auditors (NBAA)

Competence in an accounting system package

- MUSE
- EPICOR
- PLANREP

REFEREES
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1. RICHARD M.NCHALI

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2. MONICA GUTTA

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I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience.

Signature:.....

*[Handwritten Signature]*

Date 06 August 2022