

CURRICULUM VITAE

NAME: UPENDO MPWAGO

PERSONAL INFORMATION

Date of birth: 29th September 1985

Place of birth: Mtwara, Tanzania.

Nationality: Tanzanian

Religion: Christian

Gender: Female

Marital status: Single

CONTACT ADDRESS:

P.O. Box 31918 Dar-es-salaam, Tanzania

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CAREER OBJECTIVES

To be effective and use my competences and knowledge with relevant field of working so as to increase organization productivity

EDUCATION SUMMARY:

INSTITUTE	PERIOD	CIRTIIFICATE AWARDED
St. Augustine University of Tanzania	2007-2010	Degree of Bachelor of Business Administration mainly in Accounting and Finance
Meta High School	2005-2007	Advanced Certificate of Secondary Education
Mtwara Technical Secondary School	2000-2004	Certificate of Secondary Education (CSE)
Rahaleo Primary School	1994-2000	Primary School Certificate.

PROFESSIONAL CERTIFICATIONS

•CERTIFIED PUBLIC ACCOUNTANT –CPA(T)

WORKING EXPERIENCE

April 2016 - Now: Finance Manager at SoftNet Technologies Limited

Duties performed

- Heading Finance and administration Department
- Preparation of company financial Reporting,
- Budgets and monitoring
- Working capital Management
- Examine financial records to check for accuracy
- working with external auditors both, Tax Auditors and statutory Auditor
- Reviewing daily cash transactions
- Establish and maintain financial policies and procedures for company
- Ensure Tax compliance
- Ensure that company adhere financial regulations and legislation

July 2012-March 2016: Financial Accountant at Softnet Technologies Limited

Duties performed

- Assisting in preparation of year-end accounts and statutory accounts
- Preparation of cash flow statement and cash flow forecasting
- Inventory reporting
- Preparation of staff payroll
- Debtors collection and management
- Review of bank reconciliation
- Submission of monthly staff statutory returns
- Preparation of monthly financial report

January 2011-June 2011: Assistant Accountant at Softnet Technologies Limited

Duties performed

- Preparation of company Tax Invoice and Purchase order
- Recording of payment received from Client
- Preparation of VAT Return
- Recording of Vendor Bills and Payment
- Preparation of Bank Reconciliation
- Filing and documentation of financial documents
- Submission of financial statutory returns
- Assist in preparation of company monthly financial report

September 2010-December 2010-Assistant Accountant-Trainee

Duties performed

- Recording petty cash transaction for verification
- Preparation of payment voucher
- Assist in filing financial documents
- Assist in preparation of VAT returns

July 2009 – September 2009: Practical training as Assistant Accountant trainee at National Social Security Fund (NSSF)-Mtwara Branch

Duties performed

- Bank reconciliation
- Contribution benefit reconciliation
- Preparation of payment voucher
- Recording payment

July 2008 –September 2008: Practical training as Assistant Accountant trainee at Tanzania Ports Authority (TPA)-Mtwara Branch

Duties performed:

- Imp rest payment recording
- Recording of outgoing cheque
- Preparation of payment Voucher

TRAINING AND WORKSHOP TTENDED

- KPMG 2015 IFRS Update Workshop – one day workshop to have Insights into IFRS. Training provide a quick overview of the key requirements of the standards
- Management Skills for new Managers Seminar
- Presentation on Tax audit vs Tax Investigations
- NBAA and TRA Joint Forum on Budget, Economic and Tax issues
- Project Management 5days training

LANGUAGE:	READING	WRITING	SPEAKING
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English	Good	Good	Good
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Kiswahili	Good	Good	Good
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INTERPERSONAL SKILLS

- Fast learning, able to cope and able to work under minimal supervision
- Excellent communication skills both written and spoken.
- Able to work in different environments

- Able to work in a team, able to communicate well and understand other people
 - Self motivated, comfortably taking the initiative and working independently.
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REFEREES

1. Gilbert Herman

CIO and Director

Softnet Technologies Limited

P.O.BOX 31918

Dar es Salaam,

Mobile: +255754849978,

2. Mr Reginald Lekule

Auditor and Managing Partner

ABS Consultants

P.O. Box 80060

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