

# CURRICULUM VITAE(CV)

## 1. PERSONAL DETAILS

**Name:** AIDAN CONRAD

**Gender:** MALE

**Marital Status:** SINGLE

**Professional:** BUSINESS SKILLS

**Nationality:** TANZANIAN

## 2. CONTACT/ ADDRESS

Phone number

• +255622520389 / +255756015305

## 3. EDUCATION QUALIFICATIONS

Award	School/Institution	year
BACHELORS DEGREE IN ACCOUNTANCY.	TANZANIA INSTITUTE OF ACCOUNTANCY	2021--2024
ADVANCED CERTIFICATE OF EDUCATION.	CHIDYA SECONDARY SCHOOL	2019 -- 2021
CERTIFICATE OF SECONDARY EDUCATION.	BUKOBA LUTHERANSECONDARY SCHOOL.	2015 – 2018
LEAVING EXAMINATION.	ST.PETER CLAVERPRIMARY SCHOOLPRIMARY	2008 -- 2014

#### 4. WORKING EXPERIENCE

Employer	Job title	year
<ul style="list-style-type: none"><li>Field Officer, Weight and measures agency</li><li>Intern at weight and measures</li></ul>	Project Planning & Budgeting, Implementing, Monitoring & Evaluation, Coordinating and Management.	July 2023 to October 2023  since August 2024 to date

#### Responsibility

- ❖ Ensure that the debts of the institution are recovered promptly
- ❖ Attend the required payments and recovery.
- ❖ Management of the customer data using and contracts using SAP
- ❖ Ensure the payments are made accurately to the customers .
- ❖ Investigation and submission for the clearance of the new debt balances where possible
- ❖ Providing the technical support to the payment systems
- ❖ Develop and monitor budgets
- ❖ Provide financial forecasts and projections
- ❖ Maintain and update general ledgers and financial records
- ❖ Prepare accurate financial statements such as balance sheets, income statements, and cash flow statements.
- ❖ Ensure compliance with accounting standards such as IFRS international financial reporting standards.
- ❖ Continuous profession development, staying updated with changes in accounting standards and laws.
- ❖ Maintaining customer records for easy access and retrieval
- ❖ Contributing to the data collection activities during internship period.
- ❖ Undertook other assignments as requested by the supervisor

## 5. APPLICATION/ SOFTWARE

I have a strong knowledge on the following software;

- **Computer applications:** Microsoft office Packages (Excel, Word PowerPoint, Access |SPSS|STATA|HIMS| Advanced Excel| Google Data Management platforms matrix: program management | quality management and quality assurance | research | data analysis.
- **Mobile applications:**|Teams |Zoom and Outlook

## 6.LANGUAGE

	<b>SPEAKING</b>	<b>READING</b>	<b>WRITING</b>
ENGLISH	GOOD	GOOD	VERY GOOD
SWAHILI	EXCELLENT	EXCELLENT	EXCELLENT

## 7. REFEREES

### I. CPATALBERTKITALE

FINANCIAL ACCOUNTING MANAGER WEIGHT AND MEASURES AGENCY.

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### II. MR. FADHILI JEREMIAH

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### III. NESTORY MJUNI

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