



CURRICULUM VITAE

HAMISI, Raymond Maulid.

Personal Data

Sure name: **HAMISI**
Other names: RAYMOND MAULID
Professional : Accountant, Auditor and Finance
Marital status: Married
Birthday: 22nd Oct, 1992
Sex: Male
Nationality: Tanzanian
Language: English and Swahili (well spoken and written)

Currently Address
Raymond Maulid Hamisi
P.O.Box 1683,
Mwanza-Tanzania

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Personal Profile

Born in Mara Region, Musoma Municipal Hospital having 30 years am person with physical disability, I work at National Housing Corporation as Volunteer or Intern in Finance Department at Mwanza Region since 2nd Jan, 2019 to Date. I self-motivated, an individual with multidisciplinary knowledge and skills, a holder of highly experienced in Financial, Management issues, Marketing, Accounting, Taxation, General Business Management, Social work and I can manage any activities accordingly.

Academic Qualifications

October 2015-Dec, 2018: Ardhi University of Tanzania
Award: Bachelor of Science in Accounting and Finance

July 2013-May 2015: Maragalasi High School, Kigoma-Kibondo
Award: ACSEE in division Two

January 2009- November 2012: Elly's Secondary School, Mara-Bunda District
Award: CSEE in division Three

January 1999- October 2005: Mwisenge Primary School, Mara-Musoma Manicipal
Award: General certificate of Primary Education

Professional Membership

(Up Coming)The National Board of Accountants and Auditors (NBAA)-Tanzania

Computer Literacy & Software's

Operating System: (Window 10, Window XP and Vista)

Microsoft office: (Word, Excel, Access, Publisher, Power point and internet)

Analytical Software: Statistical Package for Social Science (SPSS), & STATA: Software for Statistics and Data Science.

Accounting package: Vote Book, Tally. ERP 9, NHC Property Management Information System, NHC ERP System

Professional Experience

COMPANY/FIRM: National Housing Corporation (NHC)-Mwanza Region

POSITION : Intern- Assistant Accounts officer

DURATION: Jan 2019-30TH -To Date.

DUTIES:

- Maintaining adequate, accurate and up-to date books of accounts
- Prepare payment vouchers and ensure availability of all necessary supporting documents
- Prapare Transfer payment
- Carry out timely posting of financial transactions

- Preparation of bank reconciliation
- Receiving and keeping in safe custody all Pro forma and Taxes invoices from suppliers
- To prepare monthly financial reports
- Preparation of payment vouchers and Journals
- Maintain cash book and cheque payment book as well as petty cash book
- Perform other assignment as assigned by Regional Accountant and Regional Manager.
- To prepare and generate GEPG Control number.

Professional Experience

COMPANY/FIRM: National Security Social Fund-Mwanza Region.
POSITION : Training Study and Volunteer- Assistant Accountant
DURATION: July, 2016- October, 2017
DUTIES:

- Preparing Bank reconciliation.
- Preparing payment vouchers through Tally ERP12 software
- To prepare invoice of office expenses in the Board Administration Imprest Account to prepare cheque for payment.
- Preparing Benefit Payment Cheque
- Preparing Benefit Payment Voucher and cheque List
- Preparing Petty Cash Book Reviewing the transactions of various regions if they comply with the financial regulations as well as accounting standards in terms of Revenue.
- Preparing financial statements in three Account of NSSF which are; Contribution Collection Account, Benefit Imprest Payment Account and Board Administration Imprest Account

Extracurricular Activities

Reading books, Newspapers, novels, watching TV and participating in activities aiming at enhancing creativity and innovation.

REFEREES

1. Mr. Fadhili A. Ntahena NHC-Regional Manager P.O.Box 1683 <u>Mwanza</u> Tel:+255-756601661	2.CPA(T) ZIRAKINA C.RUVUGO NHC-Regional Accountant Officer P.O.Box 1683 <u>Mwanza</u> Tel:+255-654784717	3 Mr.Japheti Magoti Shadrack NHC-Assistant Estate Office P.O.Box 1683 <u>Mwanza</u> Tel:+255-762897116
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Declaration

I declare that information given here is true according of my qualification, achievement and contribution

Raymond Maulid Hamisi.