

CURRICULUM VITAE

PROFILE

I have currently finished my Masters of Science in Finance and Investment from the Institute of Finance Management, who is eager to contribute Professional skills to the society. I am reliable and trustworthy; I am able to work on my own initiative, and as part of the dedicated team to maintain standards with abilities in accountancy and finance.

Furthermore, I have ability to manage, plan and co-ordinate all the process (conversion) activities of input process-Output model of any organization, innovate (make initiatives), work in team, work under pressure, adapt new environment and perform any other duties as may be assigned by supervisors within the organization.

PERSONAL DETAILS

Name	:	Patrick Hosea Kiangi
Nationality	:	Tanzanian
Religion	:	Christian
Sex	:	Male
Birth date	:	31 st May 1990
Marital Status	:	Married
Language	:	Fluent in English and Swahili

PESRSONAL CONTACTS

A. Permanent Address

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EDUCATIONAL BACKGROUND

- ❖ REGISTERED MEMBER OF NATIONAL BOARD OF ACCOUNTANT AND AUDITORS (NBAA)
 - **CPA Studies In Progress. (Already Recorded Six Subjects Waiting Sitting Four Subjects May,2025)**
- ❖ INSTITUTE OF FINANCE MANAGEMENT: Masters of Science in Finance and Investment (MFI).
 - **From 2021 -2023**
 - Score: **DISTICTION (GPA 4.3)**
- ❖ INSTITUTE OF FINANCE MANAGEMENT: Masters of Science in Finance and Investment (MFI).
- ❖ ☐ **AWARD: BEST STUDENT CERTIFICATE**
- ❖ INSTITUTE OF FINANCE MANAGEMENT: **Bachelor in Accounting**
 - **From 2014 to 2017**
 - Score: **UPPER SECOND WITH HONOURS (GPA 4.0)**
- ❖ INSTITUTE OF FINANCE MANAGEMENT: **Diploma in Accounting**
 - **From 2012 to 2014**
 - Score: **UPPER SECOND CLASS (GPA 4.1)**
- ❖ INSTITUTE OF FINANCE MANAGEMENT: **Diploma in Accountancy**
 - ☐ **AWARD: BEST STUDENT CERTIFICATE**

- ❖ ILONGERO SECONDARY SCHOOL: **Advanced Certificate of Secondary Education**
 - **DIVISION: III (POINT 16-Physics, Chemistry and Mathematics)**
 - **AWARD: CERTIFICATE IN A LEVEL EDUCATION**
- ❖ SONGEA BOYS SECONDARY SCHOOL: **Certificate of Secondary Education**
 - **DIVISION: I (POINT 17)**
 - **AWARD: CERTIFICATE IN SECONDARY EDUCATION**
- ❖ MOSHI CO-OPERATIVES UNIVERSITY WITH COLLABORATION OF BANK OF TANZANIA
 - **AWARD: CERTIFIED FINANCIAL EDUCATOR'S CERTIFICATES**

WORK EXPERIENCE

- ❖ Currently, I am working at Moshi Cooperative University (MoCU) as an Assistant Lecturer in Accounting.

My key responsibilities as an Assistant Lecturer include:

- Preparing and delivering lectures in accounting and related subjects to undergraduate students.
 - Designing and administering assessments such as tests, quizzes, and assignments.
 - Conducting tutorials, seminars, and academic consultations to support student learning.
 - Engaging in curriculum development and review to ensure academic programs remain relevant and up-to-date.
 - Participating in academic research and publishing scholarly work in the field of accounting and finance.
 - Mentoring and guiding students in their academic and professional development.
 - Contributing to departmental meetings, committees, and other university activities.
 - Promoting the application of accounting knowledge to address real-life economic and financial challenges.
- ❖ I am a Certified Financial Educator through a program offered by Moshi Cooperative University (MoCU) in collaboration with the Bank of Tanzania (BOT).

The key responsibilities of a Financial Educator in Tanzania include:

- Raising awareness about financial literacy among individuals and communities.
- Educating the public on budgeting, saving, investing, and responsible borrowing.
- Promoting the use of formal financial services, especially among underserved populations.
- Supporting national efforts to enhance financial inclusion.
- Organizing and facilitating financial literacy training sessions, workshops, and seminars.
- Collaborating with stakeholders such as schools, community groups, and financial institutions to spread financial knowledge.

❖ I worked with University of Iringa –(UoI) as Assistant Lecturer (Accounting and Finance) -. My duties and responsibilities include:

- Conducting lectures
- Assist faculty members with classroom instruction, exams, record keeping, and other miscellaneous projects.
- Tutor or mentor students.
- Prepare presentations for lectures.
- Hand out assignments and grade papers.
- Record grades and inform students of their final grades.
- Arrange for teaching observations.
- Meet with students during office hours.
- Lead discussion sections.
- Take attendance and record responses.

❖ I worked with The Institute of Finance Management-IFM as Assistant Lecturer (Accounting and Finance) -Part Time (Six Years). My duties and responsibilities include;

- Conducting lectures
- Assist faculty members with classroom instruction, exams, record keeping, and other miscellaneous projects.
- Tutor or mentor students.
- Prepare presentations for lectures.
- Hand out assignments and grade papers.
- Record grades and inform students of their final grades.
- Arrange for teaching observations.
- Meet with students during office hours.
- Lead discussion sections.
- Take attendance and record responses.

❖ I worked with RTI International as an Intern Employee in the USAID-funded project called TUSOME PAMOJA. My duties and responsibilities include; Process data (financial transactions) for the Country Office to journal templates (SAP JV/AR) either manually or

by computer for uploading into the system.

- Check documents and figures to ensure that they are mathematically accurate and properly coded according to the Organization (GL, Fund, Grant, RTI codes).
- Verify and process disbursements with relevant supporting documents and also maintaining a register for easy tracking and reference.
- Checks all bills to be paid (Account payables) and amounts owed to the Organization (Account receivables) and also assist to check status of various accounts to ensure that all are in balance.
- Keep track of monthly spending versus budget per grant/fund (Budget to Accruals).
- Review completed cash flow forecast and funds requests from field offices before being approved for payment (funds transfer to sites).
- Assist Finance Officer in keeping track of project field advances to staff, ensuring that advances are accounted for in a timely manner according to RTI procedures.
- Reconcile records of bank transactions (monthly bank reconciliations), accounts balances and report discrepancies/errors found in records so that these can be fixed.
- Assist in preparation of regular financial reports extracted from Quick books to Project Management and donors.
- Facilitate payment of all statutory obligations and other authorities as per the stipulated timelines by TRA and ZSSF/NSSF, as well as handle payroll process.

STRENGTHS

- ❖ Adaptive to different challenging work situations, fast learner, dedicated to professional ethics, ability to work in a team and individually with minimum supervision.
- ❖ Excellent in interpersonal and communication skills.
- ❖ Sound knowledge of financial management and IFRS.
- ❖ Trustworthy.

REFEREES

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CERTIFICATION.

I, certify that to the best of my knowledge and belief that these data describe me, my qualifications and experience.

Full name: Patrick Hosea Kiangi.