






Irene John Albert


Associate Auditor

Personal Information

 Fluent in English

 irenejohn725@gmail.com

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 P.O Box 12454
Arusha, Tanzania

Core Competencies

- Assisting clients in basic accounting practice
- Creating financial statements using a prescribed format
- Communicating and adhering to acceptable accounting standards
- Maintaining current information on tax issues and accounting statements
- Reporting audit findings as well as collecting all documentation necessary for reporting and audit

Computer Literacy

- Ms Word
- Ms Excel
- Ms PowerPoint

Professional Experience

Associate Auditor
Timeless Business Solutions

Jan 2019 - to date

Key Roles:

- Audit Assurance
- Financial Statement Preparation
- Stock Taking Management
- Tax Consulting
- Oversee quality assurance
- Talent and Data analytic Manager
- Ensuring the Best of service to Customers
- Accounting Software Trainer

Previous Experience

- Tax Audit trainee: Tanzania Revenue Authority (TRA), Arusha [2018]
- Internal Auditor at Banana Investments Ltd [2017]
- Accounts dept. internship at Stanbic Bank [2014]

Academic Qualifications

Bachelor in Banking & Finance

By Institute of Accountancy Arusha (IAA) [2019]

Diploma in Accounting and Finance

By Institute of Accountancy Arusha (IAA) [2016]

Certificate of Secondary Education

By Kaloleni Secondary School [2013]

Reference

Available on request

