







Maria Francis Makasi

Assistant Auditor

Personal Information

-  Fluent in English
-  maria@tbs.co.tz
-  +255 658 485 506
-  Arusha, Tanzania

Core Competencies

- Optimistic leading
- Critical thinking
- Selling
- Reading skills
- Analytical skills
- Time managements
- Team work
- Excellent communicator
- Creativity and an easily learner
- Dependable on tasks with sense of urgency
- Ability to work on multi-tasking work environment.
- Networking with good social skills.
- Innovative thinking

Software Proficiency

- Accounting software; 10+ (QBs and Tally)
- Application software; 5+ (Ms, Office, Advanced Excel

Professional Experience

Assistant Auditor
Timeless Business Solution

Nov 2022 – to date

Key Roles:

- Assisting in Bookkeeping and Accounting
- Assisting in audit and assurance services
- Assisting in Taxation compliance process
- Assisting in Firm Vision & Vision execution
- Assisting in Other tasks as may be assigned by Senior

Previous Experience

- Marketing Officer at Malulu Company Limited [2021 - 2022]
- Marketing Officer at Ze Juice International Café [2020 - 2021]
- Industrial Practical Training at TANESCO Reginal Office Morogoro [2019]

Academic Qualifications

Bachelor Science in Accounting and Finance

By Ardhi University [2020]

Advanced Certificate of Secondary Education Examination

By Jangwani Secondary School [2016]

Certificate of Secondary Education Examination

By Kibasila Secondary School [2013]

Reference

Available on request

