

CURRICULUM VITAE

Personal details

NAME: HAWA RASHID MTEMLE

Phone: +255 655112390/+255 753954077

E-mail: hawamtemle20@gmail.com

DATE OF BIRTH: 20/03/1995.

GENDER: Female

NATIONALITY: Tanzanian.

ADDRESS: Dar-es -Salaam

Language

Swahili Good in both reading, speaking, listening and writing.
English Good in both reading, speaking, listening and writing.

Education.

Period: From to	Institution	Award
2015-2018	Institute of Finance Management	Bachelor of Banking and Finance
2013-2015	Londoni Secondary School	Certificates of Advanced Secondary Education
2009-2012	Pawaga Secondary School	Certificates of Secondary Education
2002-2008	Kimande Primary School	Certificates of Primary School

Skills

- Computer skills (Microsoft word, Excel, Publisher, Google suits, Internet and outlook mails)
- Good communication, time management and good presentation skills.
- Analytical and problems solving skills.
- Experience in managing client relationship.
- Able to work independent and team.
- Credit Appraisal knowledge.
- Highly organized and able to manage multiple task.
- Project management skills..

Experience

Period: From To	Name of Organization Duties and Responsibilities
From October 2022 to Jan 2024	<p data-bbox="415 298 1114 327">Customer Service Representative : TIGO TANZANIA</p> <ul data-bbox="483 394 1479 730" style="list-style-type: none"><li data-bbox="483 394 1479 428">> Listening to customer inquiries due to product we offered and deal with.<li data-bbox="483 445 980 478">>Sim card registration and Sim swap<li data-bbox="483 495 1146 529">>Tigopesa balance check and Tigopesa pin reset<li data-bbox="483 546 1078 579">>Selling devices such as Router and phones<li data-bbox="483 596 915 630">>Tigopesa cash in and cash out<li data-bbox="483 646 1370 730">>Dealing with emails related to work and other duties assigned by Supervisor.
From November 2019 to October 2020	<p data-bbox="415 1150 1479 1180">Assistant Accountant and sales lady Intern: MKWAWA PURE DRINKING WATER</p> <ul data-bbox="500 1247 1409 1537" style="list-style-type: none"><li data-bbox="500 1247 1409 1331">> Searching for new customers and listening inquiries from existing customers due to product we offered.<li data-bbox="500 1348 1192 1381">> Selling products we offered that is drinking water.<li data-bbox="500 1398 1084 1432">> Writing sales report and petty cash report<li data-bbox="500 1449 1123 1482">> To make sure the stock is in a good manner.<li data-bbox="500 1499 1016 1537">> Other duties assigned by supervisor.

Referees

Name	Organization	Title	Contacts
GLORY MOLLEL	HONORA (TIGO TANZANIA)	CUSTOMER SERVICE REPRESENT ATIVE	Mob: +255658123214 Email: mollelglory1995@gmail.com Moshi, Kilimanjaro
EUGEN MAKATTA	SBC(PEPSI TANZANIA)	FIELD SUPERVISOR	Mob: 0743288114 Email: eugenmakatta@gmail.com Dar Es Salaam
OMARY MTEMLE	POMERINI SECONDARY	TEACHER	Mob: +255715500790 Email:omtemle@gmail.com Iringa

Declaration

I HAWA RASHID MTEMLE, declare to the best of my knowledge that's all information I have provided are right and correct about me.

Signature : H.Mtemle