



# FLORA F. NSHEKANABO

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## Professional Summary

**Project Manager** who is innovative, results-oriented and focused with a great urge of pursuing my career objectives in project activities so as to bring a positive impact to the organization while utilizing my professional and technical skills that were developed within throughout my years of study and field works. I have a well-thought out approach towards the accomplishment of several tasks and a strong motive to see things through to its completion.

## Education

**Bachelor of Science in Land Management and Valuation**, Ardhi University, 2020 Relevant Courses

- Project Management
- Architectural studies & Construction
- Property investment
- Administrative Law
- Statistics
- Land Administration
- Building Material
- Procurement and Logistics Management

**Advanced Certificate of Secondary Education Examination**, Canossa High School, 2016

**Certificate of Computer Studies Examination**, ACE Training Centre, Jan- March, 2014

**Certificate of Secondary Education Examination**, Mwenyeheri Anuarite Sec School, 2013

**Certificate of Primary Education Examination**, Kimanga Primary School, 2009.

## Core Skills & Achievements

- ✓ Proficiency in MS Office
- ✓ Able to multi-task
- ✓ Problem solving
- ✓ Report writing
- ✓ Observe high standard of ethic
- ✓ Time management
- ✓ Organization skills
- ✓ Attentive to details

## WORK EXPERIENCE

### 1. JSP MARKETING LINK

March (2021- 2023).

**Position: Project Manager**

#### Accomplishments/ Roles

- Support recruiting team in selection of team players for the program implementation
- Arrange and participate in training activities and review training material for operation team.
- Coordinate day-to-day program activities to ensure efficient operations.
- Ensure compliance of program implementation aspects of agreements and contracts
- Determining project changes and ensure that the team is well informed
- Maintaining and monitoring project plans, budget, schedules and expenditures
- Provide support and manage relationship with different partners and assigned from time to time.
- Coordinate implementation and reviews of strategic plan and business plans, operational
- Coordinate development of annual budgets for the Department and assist in monitoring of its utilization.
- Monitor program activities through regular consultations, contacts, field visits, coaching and mentorship of program staff.
- Monitor compliance with established operating procedures and quality standards in all aspects of program/project implementation by branches and field offices.
- Provide support in development of new products and resource mobilization initiatives.
- Responsible for allocating resources assigned to branches and field offices for program work and approval of project activities
- Keep program work plan organized, updated and ensure deadlines are met
- procedures and systems for effective program/project implementation.
- Quality Assurance, Monitoring, Evaluation and Learning
- prepare monthly, annual report and submit them on time

### 2. TRUST PROPERTY LIMITED

Sept 2020 -March 2021

**Position: Estate Officer**

#### Accomplishments/ Roles

- To maintain good relationship between tenants and landlord
- Prepare lease contract to new and renew contracts to the existing tenants
- Ensure property is in good state of repair and maintenance
- Issue invoice of payment to the tenants and make a follow up
- Attend to tenants complaints and solve them
- Conducting valuation for mortgage

- Conducting valuation for assets
- Conducting valuation for transfer
- Conducting site visitation for data gathering
- Property owner identification and site inspection
- Sketching map and taking photographs
- Negotiating with a client about payment for valuation work
- Preparing valuation report and submit to the ministry of land for approval

### 3. Ministry of Land, Housing and Human Settlements Development July- Sept 2018

#### **Position: Land Officer- Intern**

#### **Accomplishments/ Roles**

- Minute writing on title deed files and registering title deeds to the registrar
- Checking file movements in OS Nyaruhuma system
- calculation on the land rent and provision of land rent receipts
- customer service provision
- site inspection and report writing
- Preparation of title deed
- Project Execution

### 4. Morogoro Municipal Council, Morogoro

July-Sept 2017

#### **Valuer & Land officer -Intern**

#### **Accomplishments/ Roles**

- Attending customers complaint and guiding them
- Preparation of all documents required for title deed formation
- Inspection of government secondary & primary school for asset valuation
- Writing report minute on title deed files
- Calculation on the land rent and provision of land rent receipt

## **REFEREES**

Leonard Mwassa

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