

CURRICULUM VITAE

1.0 CONTACT INFORMATION

NAME: ATUHALILE ELIA MWINUKA
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MARITAL STATUS: SINGLE
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2.0 PERSON INFORMATION

BIRTH DATE: 13th JUNE.1994
PLACE OF BIRTH: MAKETE - NJOMBE
NATIONALITY: TANZANIAN
SEX/GENDER: FEMALE

3.0 CAREER OBJECTIVES

My personal objective lies strongly in my willingness and commitment to achieving personal as well as organizational goals by creating mutual benefits. To be part of a high-performance team that is visionary, focused, results, oriented and continuously enhances my capabilities strength excellent communication and interpersonal skills, organizational skills, can work under pressure, and meet deadlines.

4.0 CAREER PROFILE

Atuhalile Mwinuka is a well-rounded, result-oriented, highly motivated individual with exceptional leadership and communication skills. I can work efficiently with others in team training and coaching. I have the courage and confidence to handle unfamiliar problems.

- Self-motivated and eager to learn, also I have Knowledge and skills in business administration, specializing in business administration.
- Dynamic and reliable, with proven interpersonal skills and the ability to cope with pressure, and I welcome challenges.
- Energetic, disciplined and honest, hardworking committed, and dedicated to work assigned tasks ethically, with confidence, and trustworthy at my best level. Also, I can work in social and communal works, individually as well as in a team.
- Trustful and Creative
- Proactive and ready to work in different working conditions

5.0 EDUCATION BACKGROUND

Year	Institution	Award
2016 - 2019	TANZANIA INSTITUTE OF ACCOUNTANCY (TIA)	BACHELOR'S DEGREE in BUSINESS ADMINISTRATION
2013 - 2015	LUGALO SECONDARY SCHOOL	CERTIFICATE IN SECONDARY ADVANCE LEVEL EDUCATION
2009 -2012	TUSIIME SECONDARY SCHOOL	CERTIFICATE IN SECONDARY O LEVEL EDUCATION
2001 - 2007	LUMUMBA PRIMARY SCHOOL	CERTIFICATE IN PRIMARY LEVEL EDUCATION

6.0 EXPERIENCE

Year: 19/052020 to Present

Organization: Tanzania Telecommunications Company Limited

Position: Customer Care

DUTIES PERFORMED

- i. Answering questions about our products and services.
- ii. Resolving issues and troubleshooting technical problems
- iii. Providing proactive customer reach
- iv. Collecting and analyzing customer feedback

Year: July 25/2018 - September 17/2018 attending field training.

Organization: Tanzania Electric Supply Company

Position: Accounting Department

DUTIES PERFORMED:

- i. Preparing an Income statement
- ii. Performing Liquidity Chelsea
- iii. Performing analysis with financial ratios
- iv. Petty cash management
- v. Preparation of payroll
- vi. Preparation of cheques
- vii. Records Journal Voucher
- viii. Dealing with Overtime allowance and allowance of Cheque

- ix. Preparation of management report
- x. Banking the cash and reconciliation process
- xi. Preparing Tax Invoice
- xii. Calculation of Terminal Benefit.

7.0 SKILLS AND COMPETENCE

7.0.1 SKILLS

- Communication skills.
- Leadership skills.
- Technical skills.
- Problem-Solving skills.
- Negotiation Skills.

7.0.2 COMPETENCE

- Self-Starter ability to carry out risk with minimum supervision.
- Ability to work Independence and under Pressure.
- Capable of working as a team.
- Ability to adapt quickly and cope with challenges.
- Ability to learn new skills and to provide new
- Eager to learn Challenges
- Teamwork and flexibility

8.0 HOBBIES/INTEREST

Traveling, Singing, and Listening to music.

9.0 REFEREES

1. Eng. Fadhili Nyamwinuka
Oil and Gas Engineer - ZIMTAC
P.O. Box 5732
Tel: +255626977440
E-mail: fakmn5@gmail.com

2. Eng. Abeidy Nyamwinuka

P. O. BOX 5732

Tel. 0754884507

Email. nyamwinukaa@yahoo.com

3 CPA T. Maulina Martin Mwinuka

Tanzania Civil Aviation Authority

P. O. BOX 2819

Tel. 0714205577

Email. maulinamartin@yahoo.com

10. DECLARATION

I **Atuhalile Mwinuka** certify and declare on my own words of honor and to the best of my knowledge that the information provided in this CV, is correct and authentic; and that the authority will be notified of any Change that may occur in my situation.

