

# **CURRICULUM VITAE**

## **1.0 CONTACT INFORMATION**

**NAME:** ATUHALILE ELIA MWINUKA  
**ADDRESS:** P. O. BOX 5732 DAR ES SALAAM  
**TELEPHONE:** +255766736430/ +255622089776  
**MARITAL STATUS:** SINGLE  
**EMAIL:** [atuhalilemwinuka@gmail.com](mailto:atuhalilemwinuka@gmail.com)

## **2.0 PERSON INFORMATION**

**BIRTH DATE:** 13<sup>th</sup> 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

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3 CPA T. Maulina Martin Mwinuka

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#### 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.

