



## Nasikiwa Msangi

**Nationality:** Tanzanian **Date of birth:** 24 Feb 1998

**Phone number:** (+255) 0717651609 **Email address:** [msnasikiwa@gmail.com](mailto:msnasikiwa@gmail.com)

**Home:** P. O. BOX 71039 , Dar es salaam (Tanzania)

### WORK EXPERIENCE

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#### Office Administrator

**NASIKIWA TRADING COMPANY LTD** [ 11 Jul 2022 – Current ]

City: Dar es salaam

Country: Tanzania

- Coordinate office activities and operations
- Managing company relation to suppliers and loyal clients
- Manage agendas and appointments

#### Receptionist

**Blue Dolphin Daycare** [ 7 Jan 2022 – 28 Jun 2022 ]

City: Dar es salaam

Country: Tanzania

- Managing front desk activities such as corresponding to emails and phone calls/messages.
- Responding to inquiries and instructing visitors.

#### Research written

**JATU SACCO's** [ 5 Jul 2021 – 2 Oct 2021 ]

City: Dodoma

Country: Tanzania

- conducting research on how JATU SACCO's helps in developing small and middle entrepreneurs.

#### Internship

**Matoborowa Company Limited** [ 22 Jun 2020 – 26 Sep 2020 ]

City: Dodoma

Country: Tanzania

- worked on a major business planning project from conducting Feasibility study and Preparation of company Business plan.
- overseeing management duties

#### Internship

**Viwandani Ward** [ 1 Jul 2019 – 27 Sep 2019 ]

City: Dodoma

Country: Tanzania

- Assisting ward Business officer
- preparation for ward social economic profile

## EDUCATION AND TRAINING

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### **Certificate of Secondary Education**

*Kongei Girls Secondary school* [ 2010 – 2013 ]

Address: Tanga (Tanzania)

### **Advance Certificate of Secondary school**

*St. Mathew's Secondary School* [ 2014 – 2016 ]

Address: Pwani (Tanzania)

### **Ordinary Diploma in Development Administration and Management**

*Institute of Rural Development Planning* [ 2016 – 2018 ]

Address: Dodoma (Tanzania)

### **Bachelor Degree in Business Planning and Management**

*Institute of Rural Development Planning* [ 2018 – 2021 ]

Address: Dodoma (Tanzania)

## LANGUAGE SKILLS

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Mother tongue(s): **Swahili**

**Other language(s):**

**English**

**LISTENING C1 READING C1 WRITING C1**

**SPOKEN PRODUCTION C1 SPOKEN INTERACTION C1**

## DIGITAL SKILLS

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IBM Statistical Package for the Social Science SPSS / Microsoft word / Microsoft excel / Microsoft PowerPoint

## HOBBIES AND INTERESTS

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### **Hobbies and interests**

- Sports
- Reading
- Writting
- cooking
- photography

## HONOURS AND AWARDS

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### **Best Continuing Student in Bachelor Degree Business Planning and Management**

Institute of rural development planning [ 2019 ]

### **Best Continuing Student in Bachelor Degree in Business Planning and Management**

Institute of rural development planning [ 2020 ]

### **Best Finalist Student in Bachelor Degree in Business Planning and Management**

Institute of rural development planning [ 2021 ]

### **Overall Best finalist student in Bachelor Degree programmes offered in department of development finance and management studies**

Institute of rural development planning [ 2021 ]