

## CURRICULUM VITAE

### PART A: PERSONAL PARTICULARS

Surname: Kisingi  
Middle; Willinezer  
First name: Tumain  
Gender: Male  
Date of Birth: 19/09/1992  
Marital Status: Single  
Religion: Christian  
Nationality: Tanzanian

**Present Address:** P.O.Box.2220 Morogoro

Mobile Phone: +255 784922099

:+255 654842959

E-mail:michaelkisingi@gmail.com

### PART B: CAREER OBJECTIVE

Ready to discharge my duties most honestly, diligently and willing to work in effort to support the growth and profitability of the organization. Ready to pursue further training in the area relevant to the position offered. I am hardworking, very cooperative, self-motivated with personal intergrity.I maintain an optimum creative quality of my activities.

### PART C: EDUCATION BACK GROUND

Name of School/College attended	Year	Award
St john University of Tanzania	2013-2015	Diploma in Business at St John's University of Tanzania.

St John's University of Tanzania	2012-2013	Certificate Of Business Administration at St John's University of Tanzania
Morogoro Secondary School	2007-2010	Certificate of Ordinary Secondary Education
Mchikichini Primary School	2000-2006	Certificate of Completion of Primary Education.

## **PART D: PROFESSIONAL WORK EXPERIENCE**

### **1. Practical Training: July 2013-September 2013**

**Organization:** ALLIENCE ONE

**Purpose:** Field Attachment.

#### **Duties and responsibilities**

- Preparing financial document such as invoice bills
- Entering financial information into appropriate software program
- Verifying bank deposit
- Monthly management account preparation
- To complete and maintain sales income
- Bank reconciliation posting and balancing
- Daily bank receipts postings
- Report debtor and creditor
- Petty cash and other journal posting

### **2. Practical Training; August 2014-november 2014**

I worked with LAPF for four Months as Record officer [Data clerk]

**Department:** Record Department

**Purpose;** Field Attachment

**Duties and responsibilities**

- Transferring data from paper format into computer data base
- Verify data by comparing it to source
- Update existing data
- Preparing of members claims report
- Registration of new members
- Retrieve data from the data base or electronic file
- Sort and organize paper work after entering to insure it is not lost
- Creating spreadsheet with large number of figure without mistake
- Preparing of members claims report

**3. September 2017-to September 2018**

**Organization:** Local Authority Pension Fund (LAPF)

**Department:** Benefit Department

**Duties and responsibilities**

- Preparing of members pending and payment report
- Preparing of members claims report
- Preparing liability clearance report
- Registration of new members and new member timely and provide report
- Prepare timely employer inspection file
- Assist in carrying out contribution employer inspection and timely provide report to superior
- File timely report if inspections and other document in relevant employer file
- Transferring data from paper format into computer data base
- Update benefit record and timely

**4. JANUARY 2019-to JUNE 2019**

**Organization:** Platinum credit ltd

**Department:** sales and marketing

**Duties and responsibility**

- Facilitate cold and warm calls to prospective leads; schedule and follow through on calls with leads and current customers
- Source and work customer referrals
- Answer all lead and customer questions accurately; prioritize and/or escalate lead and customer questions as needed
- Perform cost-benefit analysis for prospective customers and advise on appropriate purchase options
- Promote specific products as directed by upper management
- Inform leads and customers of current promotions and discounts
- Maintain positive business and customer relationships in the effort to extend customer lifetime value
- Develop strategies for more effective sales, both individually and as part of a team
- Track all appointments, sales, complaints, status reports, etc. thoroughly for manager review
- Self-im
- prove continuously by way of experience and manager feedback

**5.September 2019 to June 2023**

**Organization;** Sayona drinks limited

**Department;** Sales and marketing

**Duties and responsibility**

- Track all appointments, sales, complaints, status reports, etc. thoroughly for manager review  
prove continuously by way of experience and manager feedback
- Answer all lead and customer questions accurately; prioritize and/or escalate lead and customer questions as needed
- Developing sales strategies including calling and product demonstration
- Source and work customer referrals

- Driving o designated routes to sell products and calling on regular customers
- Taking purchase orders, negotiating prices and collecting payments

#### **PART E: INTEREST**

- Visiting the needy and making new friends
- Engaging in development issues
- Reading books and news
- Travelling to various places

#### **PART F: COMPUTER LITERACY**

- Introduction of Computer and Internet.
- Proficiency in Microsoft office suite (Microsoft Word and Excel)
- Proficiency in Microsoft Access
- Accounting packages QuickBooks
- Exact Vision integration of e-commerce with entrepreneurship, Service provide by internet Banking, online security issue (cyber vandalism)

#### **PART G: PROJECTS CARRIED OUT**

1. Second year research project (July 2015-September 2015) entitled **role of loans from SACCOS in improving economic welfare of urban households.**

#### **PART H: LANGUAGE**

**English;** Fairly in reading, writing and speaking.

**Kiswahili;** Fluent in reading, writing and speaking.

## **PART I: REFEREE**

1, Bonaventure kadinda

Branch manager

EA FOODS

P.O Box 3030 Dar es salaam

Email: boniventermathius@gmail.com

Mobile phone: +255 784594666

2. Lucia Lucas

Assistant Analyst customer

CRDB BANK

P.O BOX 268 Geita

Email:licialucus45@gmail.com

Mobile phone; +255 766 194971

3. UMMY MIRAJI NGAYAMBA.

Benefit officer

Public service social security fund (PSSF)

P O BOX 2565

MOROGORO

Email;ummumiraj@gmail.com

Mobile phone; 0655705590

## **PART J: DECLARATION**

I, the undersigned, certify that the given information is true, complete and correct to the best of my knowledge and believe that, it correctly describes my identification and qualifications