

CURRICULUM VITAE

1. PERSONAL PARTICULARS

Name: MARIANA J. KISASI

Nationality: TANZANIAN

Date of birth: 5th JULY 2000

Sex: FEMALE

Marital Status: SINGLE

Postal Address: P.O.BOX 4902, DAR ES SALAAM-TANZANIA

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2. PERSONAL PROFILE

- I am a person with strong desire, willingness and ability to rapidly master and successfully implement new concepts, techniques and skills in my area of expertise.
- Equipped with a solid foundation in handling diverse tasks and ensuring regulatory compliance.
- Proactive team player with a keen interest in contributing positively to challenging environments and achieving organizational goals.
- Bachelor degree graduate with excellent research, technical and problem-solving skills..

3. ABILITIES AND SKILLS

a. SOFT, TECHNICAL AND KNOWLEDGE-BASED SKILLS

- Strong organizational skills
- Excellent communication skills
- Attention to detail
- Deadline-oriented approach
- Research and analytical skills
- Ability to work collaboratively in a team
- Knowledge of tendering processes and regulations
- Proficiency in database management
- Negotiation skills
- Time management skills
- Compliance and quality control skills
- Ability to handle confidential information securely
- Leadership and Management Skills
- Protocol and Etiquette Skills
- Event Organization and Planning Skills

b. COMPUTER SKILLS

- General Microsoft Offices (Ms Word, Ms Excel, Ms Access, Ms PowerPoint).
- Internet Surfing, E-mail service and Social Media.
- Speed Typing.

4. LANGUAGE PROFICIENCY

- Fluent in English, Swahili and Basic Level Portuguese.

5. EDUCATION BACKGROUND

S/N	INSTITUTIONS ATTENDED	YEAR	SCHOOL/COLLEGE
1.	Bachelor Degree in International Relations and Diplomacy	2022-2023	Dr Salim Ahmed Salim Centre for Foreign Relations
2.	Higher Diploma in International Relations and Diplomacy	2020-2022	Dr Salim Ahmed Salim Centre for Foreign Relations
3.	Advanced Level Secondary Education	2018-2020	Barbro Johansson Secondary School
4.	Ordinary Level Secondary Education	2014-2017	Barbro Johansson Secondary School
5.	Primary School Education	2007-2013	East Africa International School

6. WORKING EXPERIENCES

August 2021- November 2021

- ✓ National Social Security Fund (NSSF)- Customer Service Representative (Volunteer)
 - a. Wrote and submitted reports on organization trends.
 - b. Registered the members and collected the contribution from customers.
 - c. Received calls, managed complaints, and answer customer requests.
 - d. Utilized document management system to organize company files, keeping up-to-date and easily accessible data.
 - e. Worked closely with human resources to support employee management and organizational planning.

March 2022- November 2022

- ✓ National Health Insurance Fund (NHIF)- Based on the Claims Department and Marketing and Compliance Unit (Field & Internship)
 - a. Received and compiled information from different facilities and prepared various respective reports.
 - b. Settled and reviewed records supporting documentation on claims.
 - c. Distributed creative assets for review and driving the collection of feedback.
 - d. Setting up review processes for different clients.
 - e. Monitoring performance of service providers to ensure timely submission of reports without compromising on quality.
 - f. Ensured that the marketing, advertising, and sales content follows the strict rules, standards, and laws that are in place to protect consumers and their data.

- g. Provided claiming forms and documents to healthcare providers.
- h. Worked closer with doctors and senior claims officers in the organization to improve filing the insurance claims.

December 2023- Present

- ✓ Procentric Investment Limited- Tender Assistant and Administrator
- a. Assist in organizing and maintaining tender documents are up-to-date and readily accessible.
- b. Communicate with internal teams and external partners involved in the tendering process.
- c. Track and manage deadlines and ensure timely submission of tenders.
- d. Prepare reports and documentation for tender submissions and review documents to confirm adherence to tender conditions.
- e. Ensure compliance with tender requirements and guidelines.
- f. Research tender opportunities and gather relevant information for bids.
- g. Maintain and update tender databases with accurate information.
- h. Support the overall tender submission process and assist in the preparation of tender proposals and bids.
- i. Adhere to data protection regulations and internal policies regarding confidential data.

7. OTHER AWARDS

- Certificate of Computer Course.
- Certificate of Leadership in Social and Entertainment..
- Certificate of participation in Protocol and Etiquette.
- Certificate of participation in Young Diplomats Forum.
- Certificate of participation in Dar Open Debating Championships.
- Outstanding achievement in top Three of class in O-level JECAS in literature subject, year 2018.

8. MEMBERSHIP AND PARTICIPATION

December 2023- Present

- D & G Events Limited

November 2022

- Participated in the 16 Days of activism against Gender based violence (UN-TZ)

9. REFEREES

Apart from my personal information mentioned in this Curriculum Vitae, other information with some recommendation maybe sought freely from;

Ms. Janeth Malleo Lecturer, Centre for Foreign Relations Head of Department of Research, Consultancies and Special Programs P.O Box 2824 Kurasini, Dar es salaam Phone : +255 714 065 272 Email: janee2malleo@gmail.com	Mrs. Msua Mpinga Senior Claims Officer National Health Insurance Funds (NHIF) P.O Box 45777 Temeke, DSM Phone: +255 755 401 261/ +255 718 965 474 Email: msuampinga@gmail.com	Mr. Carlos Sylvester Managing Director Procentric Investment Limited P.O Box 55060 Oyster bay, Dar es salaam Phone: : +27 67 227 0536 /+255 764 188 242 Email: info@procentric.co.tz
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10. DECLARATION

I, **Mariana J. Kisasi**, declare to the best of my own knowledge and belief that, these data correctly describes me, my qualification, ability and experience.



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Mariana J. Kisasi