

# CURRICULUM VITAE FOR CATHERINE ALEX MSUYA

Email: [catherinealex753@gmail.com](mailto:catherinealex753@gmail.com) | Mobile: +255 746106030 | [linkedin.com/in/catherinemsuya29](https://www.linkedin.com/in/catherinemsuya29)

**Name:** Miss. Catherine Alex Msuya.

**Address:** 6531, Moshi-Kilimanjaro.

**Nationality:** Tanzanian

## SUMMARY

Detail Oriented, proactive and resilient Valuations Analyst with 2 years experience in providing valuations services across various industries. Proficient in Valuation modeling, real property/assets valuations, including but not limited to financial analysis. Excels at exercising talents in market research, client positive relationship building, planning, efficient multi-tasking and ensuring effective time management to meet deadlines. Highly experienced in administrative support tasks.

## EDUCATION

School/University Attended	Year Attended	Award Obtained
Ardhi University	2018 -2022	BSc. Land Management and Valuations.
Canossa Girls High School	2016 -2018	Certificate of Advanced level (ACSEE).
Precious Blood Girls Secondary School	2012 -2015	Certificate of Ordinary level (CSEE).

## SKILLS.

- Valuation methods.
- Valuation analysis and reporting.
- Quantitative and qualitative market research.
- Financial Analysis.
- Budget forecasting.
- Time management
- Teamwork.
- Financial statements reconciliations.
- Knowledge of Standard Accounting Principles.
- QuickBooks.
- Journal / Data entry.
- Proficient in MS Suite packages (office, excel, PowerPoint).
- Positive client relations.
- Organizational and administrative operations.
- Excellent in planning and scheduling.
- Excellent coordination and communication skills.
- Office management.
- Files/ records/ database management

## LANGUAGES

Language	Speaking				Reading				Writing			
	Excellent	Good	Fair	Poor	Excellent	Good	Fair	Poor	Excellent	Good	Fair	Poor
English	✓				✓				✓			
Swahili	✓				✓				✓			

## WORK HISTORY

Valuations Analyst | KCMC Hospital – GSF.

Kilimanjaro | January 2023 – June 2024.

- Prepared the department’s annual budget amounting Tzsh 20M+ resulting in optimized resource allocation.

- Performed valuation analysis for a \$10M donor investment construction of new Dental Clinic project that contributed in the budget allocation and decision making.
- Spearheaded a teamwork of 5 property valuers in a valuation exercise of all fixed assets worth Tzsh 500M+ owned by the hospital and foundation, preparation and presentation of valuation report providing internal and external stakeholders necessary information for strategic decision and current market value as of December 2023, all while saving Tzsh 4M task operational cost by completing 3 weeks earlier from the initial given timeframe of 3 months.
- Regular Handling and Updating fixed asset register reading Tzsh 50M+, guaranteeing data retrieval, reference and accuracy by 97% smoothening final accounting process.
- Conducted valuation for disposal of depreciated and obsolete movable fixed assets and coordinated a team of 7 people from necessary departments to carry out an open auction yielding the highest auction income of Tzsh 11M equivalent to 40% higher than the previous years and surpassing the total reserve price goal set.
- Successfully collaborated with the Accounting, Finance and Auditing departments in the preparation of financial reports for the fiscal year 2023/2024 ensuring timely completion and accuracy at 100%.

#### **Assistant Administrative | KCMC Hospital – GSF.**

**Kilimanjaro | January 2023 – June 2024.**

- Effective tracking, preparations and monitoring Estate and Valuations Department inventories and supplies, marking efficiency at 100% and ensuring ready availability of necessary resources.
- Achieved 100% accuracy in processing, screening and prioritizing documents and files correspondence through introduction of new office filing system, arrangement and labeling ensuring time management in the first 3 months within the management.
- Managed comprehensive tasks including answering calls, photocopies, scanning, data entry and meticulous records to assist the Managers and teams, cutting down retrieval time by 30% and improved record keeping efficiency to 70% in 1 year.
- Reduced document drafting time by 20%, through preparations and dispatching of all statutory documents to ensure accuracy and timeliness.
- Boosted the implementation of new employee tracking management software system (PEPMIS) resulting to optimized employee productivity by 20% within first 2 months.
- Collaborated with various departments in recourse allocations and presentation of analytical reports on construction of new hostels building worth Tzsh 50M+ ensuring leadership in strategic decision making by stakeholders.
- Reduced client queries response time by 40% surpassing the average of 20% in the estate department and accelerated satisfaction rate average to 90% in 14 months.
- Led and coordinated a team of 15 people in a semi-annually exercise to update all fixed assets across 7 main departments and all its units( 300+ offices and patient rooms), increasing work efficiency , cutting down time by 4%, all while ensured accuracy and efficient electronic data entry is achieved at 100%.

#### **Accounting Intern | Restless Development Organization.**

**Dar es Salaam | June 2022 - December 2022.**

- Assisted in preparation, analysis and review of monthly financial statements leading to efficiency growth of 20% and reduction of errors by 45% through identification of any financial discrepancies.
- Accelerated the preparation of monthly, quarterly and annual financial reports.
- Organized files, records, petty cash and cash equivalents to comply with policy and procedures of the organization.
- Assisted in accounts payable, account receivables and payroll department.

- Facilitated the transition to e-recording of 70+ properties physical documents in 2 months, minimizing processing time by 25% through newly introduced ILMIS software system.
- Implemented improved operational software (ILMIS) for both electronic and physical documents, boosting retrieval and reference efficiency all together by 40% in 6 months.
- Participated in cross-departmental training to align the land management, valuation and customer service units with broader business objectives developing my experience and skillsets to deliver as required to customers.

## EXTRA CURRICULAR

- ❖ Private Tutor – Mathematics, English and Physics to form 3&4 students.
- ❖ Active member of the AIESEC youth organization in Tanzania.

## INTERESTS

- ❖ Architectures: modern, ancient and unique designs.
- ❖ Watching series/shows/documentaries and surfing the Internet for up to date world issues.
- ❖ Board games; monopoly, scrabble, puzzles, Machala, and cards.
- ❖ Teaching.
- ❖ Networking.

## REFEREES

1. Mr. Denis Mseke  
Accountant – NMB Bank Plc  
[Denis.Mseke@nmbbank.co.tz](mailto:Denis.Mseke@nmbbank.co.tz)  
+255 626663235 / +255 765936751.
2. Mr. Ahmed Said.  
Audit Senior-Nexia SJ Tanzania  
[ah.said79@icloud.com](mailto:ah.said79@icloud.com)  
+255 714986824.
3. Mr. Erick Tillya.  
Accountant – KCMC Hospital (GSF)  
[tillyajunior@gmail.com](mailto:tillyajunior@gmail.com)  
+255 652411210.

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

C.A.Msuya

**Catherine Alex Msuya.**