

## CURRICULUM VITAE (CV)

### PERSONAL INFORMATION

<b>Name</b>	Doroth Michael Msala
<b>Gender</b>	Female
<b>Date of birth</b>	05 <sup>th</sup> December 1998
<b>Place of birth</b>	Dodoma
<b>Marital status</b>	Single
<b>Language known</b>	Swahili, English
<b>Nationality</b>	Tanzanian
<b>National ID</b>	19981205161110000111
<b>Phone</b>	+255 766 076 016
<b>Address</b>	Kwembe Street,Dar es salaam
<b>Email</b>	<a href="mailto:dorothymichael0@gmail.com">dorothymichael0@gmail.com</a>

### EDUCATION BACKGROUND

YEAR	INSTITUTION	AWARD
2017 - 2019	Premier Girls Secondary School	Advanced Certificate of Secondary Education(ACSEE)
2013- 2016	St Christina Girls Secondary School	Ordinary Certificated of Secondary Education (CSEE)
2007 to 2012	Diamond Primary School Dar es salaam	Certificate of Primary School Education

WORK EXPERIENCE	
<b>1. Address</b>	Bagamoyo - Pwani
<b>Organization</b>	Ifakara Health Institute (IHI)
<b>Designation</b>	Administrative Intern
<b>Duration</b>	Dec 2022 - July 2024
	<ul style="list-style-type: none"> <li>➤ Performing day to day follow ups to ensure the actual implementation of new programs under the research division.</li> <li>➤ Providing support to international donor funded projects.</li> <li>➤ Preparation for and providing logistical support to ensure the success of major scientific meetings.</li> <li>➤ Scan files, mail and populate the required documents accordingly.</li> </ul>
<b>2. Address</b>	P.O. Box 9061 Dar Es Salaam
<b>Institute</b>	NIA Microfinance
<b>Designation</b>	Sales Representative
<b>Duration</b>	2020 - August 2022
	<ul style="list-style-type: none"> <li>➤ Helped with administrative support by managing incoming calls, coordinating files and sorting mails</li> <li>➤ Collected and reviewed loan applications and communicated with clients to determine their financial situations, goals and requirement</li> <li>➤ Assisted in management of client account, maintained confidential documents and records provided excellent services to ensure great customer satisfaction</li> </ul>

### SKILLS

Computer skills - Microsoft processing, Microsoft excel, Microsoft Power point.

Communication skill

Recording skills.

Management skills.

### PROFILE AND ATTRIBUTE

High level of integrity, honest and sense responsibility.

Able to work as a team and with own initiatives.

Ability to handle pressure when and where necessary in order to achieve visible result

Dedicate to maintain high quality standard of work and secrecy.

### HOBBIES

Traveling

Reading books

Watching movies

### REFEREES

NAME	CONTACT DETAILS	POSITION
Mr. Michael Victorian	Mobile: +255 715 231 254	Technician. Mamlaka Ya Maji Htm
Mr. Peter Mgaya	Mobile: +255 714 646 017 P.O. Box 9061 Dar Es Salaam	Manager NIA Microfinance
Miss Janet Frank	Mobile +255 734 440 065 P.O.Box 74, Arusha	Tele Sales Supervisor Platinum Credit LTD

### DECLARATION

I, Dorothea Michael Msala declare that the information given is true to my best knowledge.