

AMOS MALIMA CURRICULUM VITAE(CV)

Personal Details

- Phone : +255745389212
- Email : amosmalima08@gmail.com
- Address : P.O.Box 16109 Dar es salaam
- Date of Birth : 24/02/1998
- Marital Status : Single
- Nationality : Tanzanian
- Religion : Christian
- Gender : Male
- Place of Birth : Shinyanga
- Name : Amos Malima
- Linkedin : Amos malima



Profile

- I am an individual with great discipline, excellent communicator, and great ambitions, hardworking and able to adopt to change as well as flexible when it comes to learning. Committed to bringing the best solution and skills to the organization when the chance presents itself to do so. Problem solving capabilities
Mobilization of others towards goal achievement
Good interpersonal skills.

Objective

An enthusiastic and highly committed graduate with excellent communication and teamwork skills, who is a goal oriented with a strong interest, Competent in the field of Revenue collection mainly, Tax management and Customs operations mainly Customs clearing and forwarding, Financial activities as well as supply chain management through building a good customer service environment and good image to the public. I will be able to exert my skills, experience and accumulated knowledge so that I can be part of achievement of organization goals.

Goals

- My immediate goal is to interact fully and work harder and cooperate with different stakeholders of an organization as well as fellow staffs, growth oriented organization or institutions dealing with Revenue collection mainly, Tax management, Customs operations mainly customs clearing and forwarding, dealing with Financial issues as well as Supply chain management and present the organization towards achievement of its goals.

Education

Course / Degree	School / University	Grade / Score	Year
Forklift and Telehandler operation	Institute of Heavy Equipment and Technology	Certified as Forklift operator	2024
Bachelor degree in Customs and Tax Management(BCTM)	Institute of Tax Administration	Second class lower division	2018-2023
Advanced Certificate of Secondary Education Examination (ACSEE)	Sengerema High School	Division Two	2016-2018
Certificate of Secondary Education Examination(CSEE)	Loliondo Secondary school	Division Three	2012-2015
Primary School Leaving Examination (PSLE)	Ng'wamishoni primary school	A Grade	2005-2011

Experience

- **Assistant Tax Management Officer at KARIAKOO TAX REGION(Field Practical Training)** July 2020 - September 2020
Tanzania Revenue Authority(Domestic Revenue Department)
 1. Front desk
 2. Calling tax payers informing to pay their installments
 3. Physical survey to tax payer's premises(shops)
 4. Receiving of tax payer's application letters
 5. Dealing with tax payer's complaints
 6. Registration of businesses (tax payer identification number (TIN))
- **Assistant Customs Officer at DAR ES SALAAM INLAND CONTAINER DEPOT(Field practical Training)**
Tanzania Revenue Authority(Customs and Excise Department) July 2021 - August 2021
 1. Cargo inspection.
 2. Physical verification of imported good
 3. Comparison prior declaration made by an importer which appear in TANSAD with what being imported.
 4. Release of cargo for further customs procedures after verification
- **Assistant customs officer At MALAWI CARGO CENTER LIMITED(Field practical Training)**
Tanzania Revenue Authority(Customs and Excise Department) August 2021 - September 2021
 1. Issuance of release order
 2. Attachment of customs seals
 3. Approval of transport units(GPS)
 4. Approval of bonded transportation (BT)
- **Call center Agent** 20 January 2024 - 20 June 2024
Airtel Tanzania Limited
 1. Receiving calls from Airtel customers and providing resolutions on the problem they face while using Airtel products and services.
 2. Tagging(means to save the report through computer by indicate the type of the customer whether Enquiry, Request or Complain which used for other purposes like improving services where many customers complained about it.
- **Call center Agent (Debt collector)** 01 July 2024 - 30 July 2024
One pesa microfinance Ltd
 1. Calling debtors or their Referees through mobile phone and informing them to make either prepayments ,due payments or late payments.
 2. Making it easy to pay through technical assistance to some Timid customers who have little knowledge of making payments.
- **Homebroadband sales executive** 1st August 2024 - To date
Airtel Tanzania Limited
 1. Selling Airtel 5G router to prepaid customers (both retail and enterprise customers).
 2. Reporting monthly sales to the supervisor.
 3. Making it possible to meet monthly sales target.
- **Administrative assistant** 01 August 2024 - 30 September 2024
SAPHIRE FLOAT GLASS TANZANIA LIMITED
 1. To Implement clerical duties and administrative processes
 2. Confirm restaurant reservations for senior staff
 3. Organizing travel arrangements for senior managers
 4. Language Translation (swahili to English) and vice versa where required.
 5. Book conference calls, rooms, taxis, couriers, hotels, etc.
 6. Reply to email, telephone, or face-to-face inquiries
 7. Conduct data entry

Skills

- Ability and skills in using computer especially skills in software including Microsoft word office, excel
Communication skills, this makes me able to receive and convey information, ideas and Messages in ways that are powerful and appropriate to any situation. Teamwork that is important in bringing people together and motivates them to rely on one another to get things done. Ability in Problem solving that enables me to identify and exploit the opportunities in the environment level. Listening skills

Hobbies

- Travelling
Listening to good music
Social interaction with positive people

Languages

- Fluent in speaking and writing of both English and Swahili

Reference

- **Steven Emmanuel - Loliondo secondary school**
Teacher
+255769278802
- **Paschal Gomba - Institute of Tax Administration**
Lecturer
Pgomba@gmail.com
+255 713080803
- **Shadrack Lucas Mwangwa - Ng'wamishoni primary school**
Teacher
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DECLARATION

- I, Amos Malima I declare that the above information provided are true to the best of my knowledge.