

CURRICULUM VITAE FOR SABAH PHENIAS

A. Personal Information

Full Name: Sabahi Phenias Nuhu.
Date of Birth: 18th April 1998
Sex: Female
Nationality: Tanzanian
Marital Status: Single
Phone No: +255 693 515 842 / +255 753 839 057
Permanent Address: Dar es salaam
E-mail Address: sabahiphenias17@gmail.com

B. CARRIER OBJECTIVES

I am a dedicated and passionate lady with a desire to utilize my skills and abilities .I am also eager to learn so as to bring about a positive impact in the company, society and nation at large. My dream is to associate my abilities with others, as I believe in mutual cooperation for the prosperity of the company effectiveness and efficiency.

C. ACADEMIC BACKGROUND

Title: Bachelor of Science In Social Protection
Institution: Institute Of Finance Management (IFM)
Duration: 2019 to 2022

Title: Advanced Certificate of Secondary Education (ACSEE).
Institution: Temeke Teachers School.
Duration: 2019

Title: Certificate of Secondary Education (CSEE)
Institution: Majohe Secondary School.
Duration: 2017

Title: Certificate of Primary Education (CPE).
Institution: Pugu Kajiungeni Primary School
Duration: 2010

D. WORK EXPERIENCES

Organization	Position	Job Description	Period
<ul style="list-style-type: none">NATIONAL SOCIAL SECURITY FUND(NSSF).	CUSTOMER SERVICE - (Field trainee).	- welcoming and greeting customers, Prepare and giving insurance/ Claim forms to the customers, explaining the services provided and directing them to relevant department.	-2020
<ul style="list-style-type: none">KASIKA INVESTMENT LTD COMPANY.	-OFFICE ASSISTANT/SECRETARY - (Volunteer).	- Preparing of tender documents, Payments, printing and scanning documents and maintaining files recording, looking for other tenders through TANEPs and other work assigned by employer.	- 2022.
<ul style="list-style-type: none">KASIKA SHOP	-SALES&MARKETING (Part time).	-Selling of spare parts.	-2023.
<ul style="list-style-type: none">TUNAJALI FERTILITY AND IVF CLINIC.	-RECEPTIONIST	_ Welcoming and greeting customers, registering the appointment customers, Confirming the appointments and direct or escort them to their destinations and takes telephone calls and messages in office and cleaning the surrounding office.	2023_2024 (September).

E. LANGUAGE

- Speaking and writing English and Swahili.

F. PERSONAL SKILLS

- Good communication skills (listening, talking and writing).
- Demonstrated ability to work with and mobilize my team work on any task assigned with full integrity, intelligence, honest, confidentiality and under pressure.
- Flexibility and adaptability skills.
- Time management and multitasking skills.
- Environment management skills.

G. COMPUTER SKILLS

- Microsoft word office, Excel, Powerpoint, Publisher, Email and Enternet.

H. HOBBIES

- Sports and games, Socializing with people around, Listening Music and watching television.

I. REFEREES

1. Full Name: BENJAMIN MAULA,
 Position: Senior Architecture
 Institution: ARDHI UNIVERSITY
 Mobile No.: +255 713 400 538 / +255 754 400 538
 Address: P. O. Box 35171, Dar es Salaam.
2. Full Name: LILIAN SIMPSON,
 Position: Assistant Lecture,
 Faculty of Insurance and Social protection.
 Institution: INSTITUTE OF FINANCE MANAGEMENT (IFM). ,
 Mobile No.: +255 657912991 ,
 Address: P.O. BOX 3918 , Dar-es-salaam.
 Email: liliansimpson01@gmail.com .
3. Full Name: RACHEL MAULA,
 Position: Records Officer,
 Institution: NATIONAL SOCIAL SECURITY FUND (NSSF), Dar-es-salaam.
 Mobile No: +255712701154.
 Email: Rachelmaula01@gmail.com .

J. CERTIFICATION.

I **SABAH PHENIAS** certify that to the best of my awareness, knowledge and belief, this profile correctly describes my qualifications, experience and myself.