



AGATHA AMINATA MATHIAS

CONTACT INFO

33000, MWANZA Tanzania

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aminathamathias901@gmail.com

PERSONAL PARTICULARS

Full name: AGATHA AMINATA MATHIAS

Year of birth: 06/05/2000

Sex: Female

Place of birth: MWANZA

Region: MWANZA

Marital status: Single

Nationality: Tanzanian

Language: English and Swahili

Religion: Christian

PROFESSIONAL SUMMARY

Dynamic Community Development Officer with a proven track record at RUWASA and extensive experience in enhancing community health and well-being. Skilled in social research and effective communication, I excel in developing strategic partnerships and implementing impactful development plans. Achievements include launching successful health education campaigns and improving community engagement through innovative programs.

SKILLS

- Community education
- Proficient in software
- Effective customer communication
- Teamwork and collaboration
- Time management
- Multitasking Abilities
- Excellent communication
- Effective communication
- Professionalism
- Public speaking
- Written communication
- Social research
- Project tracking

WORK HISTORY

Community Development Officer, RUWASA

- Developing and maintaining project performance databases that track overall progress and the accomplishment of specific milestones.

- Analyzing project progress and, when necessary, adapt scope, timelines, and costs to achieve maximum benefit.

- Assigning roles and tasks to dedicated team members, based on individual strengths and abilities.

- Monitoring and assigning resources appropriately to streamline project efficiency and maximize deliverable output.

- Ensuring team members have the supplies and resources they need to complete their assigned tasks on time and within their budget limits.

- Monitoring project progress and creating project status reports for project managers and stakeholders.

- Executing a variety of project management administrative tasks such as billing and bookkeeping.

- Assisting in directing project correspondences by preparing and reviewing project proposals, memos, meeting minutes and emails.

- Maintaining and monitoring project plans, project schedules, work hours, budgets, and expenditures.

- Managing project management documents such as the project plan, budget, schedule or scope statement, as directed by the project manager.

EDUCATION

Certificate Of Secondary School
CRESENT SECONDARY SCHOOL ,
MWANZA
2011-2014 | CRESENT SECONDARY
SCHOOL
**Certificate of Secondary
Education (CSE)**

Diploma: COMMUNITY
DEVELOPMENT
**TENGERU INSTITUTE OF
COMMUNITY DEVELOPMENT ,**
ARUSHA
2021-2024 | TENGERU INSTITUTE
OF COMMUNITY DEVELOPMENT
**Diploma in Community
Development**

LANGUAGES

English:

Advanced (C1)

Swahili:

Advanced (C1)

July 2024 - Current
Loan Officer, TUPO MICROFINANCE , SINGIDA

- Inputting client information, loan applications, and financial data into the loan management system.
- Explaining to customers the different types of loans and credit options that are available, as well as the terms of those services.
- Working with clients to identify their financial goals and to find ways of reaching those goals.
- Reviewing loan agreements to ensure that they are complete and accurate according to policy.
- Conducting interviews for all applications and recommend modification to paperwork.
- Analysing applicants' financial status, credit, and property evaluations to determine feasibility of granting loans.
- Collaborating with funding center and prepare all closing processes and maintain records of all department personnel.
- Handling customer complaints and take appropriate action to resolve them.
- Obtaining and compile copies of loan applicants' credit histories, corporate financial statements, and other financial information.

February 2024 - April 2024
Community Development Officer, DSW(Deutsche Stiftung Weltbevölkerung) , ARUSHA

- Develop and implement community development plans aimed at improving health and well-being.
- Conduct research and analyze community needs to identify areas requiring assistance.
- Launch and manage health education campaigns, particularly focusing on reproductive health and disease prevention.
- Collaborate with local and international stakeholders to enhance health services in the community.
- Provide training and workshops for community leaders on health and development issues.
- Monitor and evaluate development projects to ensure they are implemented effectively and meet their intended goals.
- Foster collaboration between DSW and the community to enhance understanding and engagement of citizens in projects.

February 2023 - May 2023
Community Development Officer, BUSWELU WARD , MWANZA

- Developed successful community programs by conducting needs assessments and engaging stakeholders.
- Managed cases of **Type** clients receiving social or community service support
- Helped create comprehensive program to meet **Type** needs.
- Kept case files updated, accurate and aligned with requirements.
- Tracked service activities and outcomes against outlined plans and goals.
- Enhanced community partnerships through regular communication and coordination with local businesses, nonprofits, and government agencies.
- Developed short- and long term community development strategies to draw businesses and consumers to rural areas.
- Improved community engagement by organizing outreach events and collaborating with local organizations.
- Contributed to strategic planning processes to support long-term goals for sustainable community development.

ACCOMPLISHMENTS

- Used Microsoft Excel to develop inventory tracking spreadsheets.
- Achieved **Result** by introducing **Software** for **Type** tasks.
- Achieved **Result** by completing **Task** with accuracy and efficiency.
- Collaborated with team of **Number** in the development of **Project name**.
- Achieved **Result** through effectively helping with **Task**.

HOBBIES

Cooking
Swimming
Gardening
Watching news

REFEREES

MARIA ANTHONY KAHEMA

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