

CONTACT INFO

33000, MWANZA Tanzania **Mobile:** 0622262052

aminathamathias901@gmail.

PERSONAL PARTICULARS

Fuil name: AGATHA AMINATA MATHIAS

Year of birth: 06/05/2000
Sex: Female
Place of birth: MWANZA
Region: MWANZA
Marital status: Single
Nationality: Tanzanian

Language: Engilsh and Swahili

Religion: Christian

AGATHA AMINATA MATHIAS

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

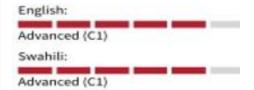
Certificate Of Secondary School CRESENT SECONDARY SCHOOL , MWANZA 2011-2014 | CRESENT SECONDARY SCHOOL

Certificate of Secondary Education (CSE)

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

LANGUAGES

Development



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

ACCOUNTANT
P.O BOX 43 , RUWASA - KIBONDO
Phone: 0759543060
Email:anthonymarry578@gmail.com

GRACE CHARLES KAPUNDA

COMMUNITY DEVELOPMENT OFFICER
P.O BOX 236, SINGIDA MUNICIPAL COUNCIL

Phone: 0755420306

Email: gkiduma@gmail.com

ENOCK WILLIAM LUKOSI

TARI DRIVER P.O BOX 40110 , DAR-ES- SALAM

Phone: 0764845171

Email:lukosienock@gmail.com