



CURRICULUM VITAE

CONTACT INFORMATION:

AISHA SEIF SALEHE

ACCOUNTANT, BUSINESS (OFFICE) ADMINISTRATOR, CASHIER, SALES

AND MARKETING OFFICER, CUSTOMER SERVICE REPRESENTATIVE AND SENIOR CREDIT OFFICER.

MOBILE NUMBER: **+255 615 343 420**

EMAIL ADDRESS: aishaseifsalehe@gmail.com

DAR ES SALAAM, TANZANIA.

PERSONAL PARTICULARS:

- Date of birth: 9th January 1995
- Gender: Female
- Nationality: Tanzania
- Language: Proper and Effective Interpersonal communication in both Swahili and English.

EDUCATION BACKGROUND:

- 2015 – 2018: Bachelor of Business Administration in Accounting – St. Augustine University of Tanzania (SAUT) – Mwanza.
- 19/06-12/09/2015: Military Training- Hati Ya Ujenzi wa Taifa Mujibu wa Sheria- 832J RUVU JKT
- 2013 – 2015: Advanced Level – Advance Certificate of Secondary Education – Bagamoyo Secondary School – Pwani.

- 2009 – 2012: Ordinary Level – Certificate of Secondary Education – Kilimanjaro Academy, Moshi – Kilimanjaro.

PROFESSIONAL SKILLS, KNOWLEDGE AND COMPETENCE :

- Knowledge of Accounting systems, business and office management systems and procedures.
- Expert in customer care management and sales and marketing.
- Strong analytical and decision making skills with high negotiation abilities
- Basic Knowledge of MS such as Word, Excel, and PowerPoint.
- Effective multi-tasking skills, excellent technical skills, very attentive to details.
- Ability to work independently, able to work as a team, able to function under pressure, self-motivated, reliable and flexible person.
- Excellent organizational, interpersonal, leadership, time management skills.
- Strong communication skills, characterized by excellent writing and speaking skills

WORKING EXPERIENCE:

- **Senior Credit Officer - ASA Microfinance (T) Bank Ltd.(2021-2024)**

Duties and Responsibilities:

(1) Review Loan Request,(2) Prepare Loan Applications, (3)Evaluate Creditworthiness and Risks,(4)Loan Disbursements,(5) Monitor Progress of Existing Loans, (6)Loan collections and Debts Followups, (7) Maintaining credit Portfolio , (8) Provide Credit Education to clients, (9) Selling and marketing of ASA Microfinance Bank's products and (10) Loan Customer Service Representative

- **Cashier Position – Panone Company Ltd Supermarket. (2021)**

(1)Cashier, (2)Store Checker and (3) Sales & Marketing

- **Assistant Accountant – Field – Mipa Hotel. – Mwanza (2017)**

(1) Managing Payroll, (2) Bookkeeping,(3)Managing Petty Cash,(4)Preparing financial report And (5) Performing administrative tasks

REFFEREES:

MRS. BERNADINA CHRISPINE

BRANCH MANAGER ASA MICROFINANCE BANK LTD

TEL; +255 656 532 392

Dar Es Salaam, Tanzania.

MRS TULINAGWE SIMON

REGIONAL MANAGER ASA MICROFINANCE BANK LTD

TEL; +255 699 327 161

Email Address; nagwetully@gmail.com

Dar Es Salaam, Tanzania.

MR. JOHN KENNEDY

MANAGER AND SUPERVISOR PANONE SUPERMARKET;

TEL; +255 621 984 509

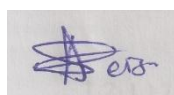
E-mail Address; johnbkenny0123@gmail.com

Moshi, Kilimanjaro.

DECLARATION:

I **AISHA SEIF** declare that the information/details provided above is complete and correct to the best of my knowledge.

Date: 2025



AISHA SEIF