

DANIEL EMMANUEL SONDA
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PERSONAL PROFILE:

A motivated, adaptable, responsible dedicated and passionate educator with four years of experience in project operation, coordination, administration and management. A Young dynamic with consistent learning and contribution towards organization benefit and to pursue professional growth with strong work ethics.

PROFESIONAL

QUALIFICATIONS:

- Excellent Communication skills both verbal and written also confident and professional speaking abilities.
- Financial Skills, Leadership and Managerial skills
- Analytical and problem-solving skills
- Excellent in customer services
- Presentation Skills and Organization Skills
- Interpersonal Skills and Planning Skills
- Report writing skills
- Good time management skills
- Research skills
- Digital Competence
- ✓ Good Command Office suite –Microsoft Word Processor, Spread sheet, Presentation Software and Outlook
- ✓ Good Command – Statistical Packet for Social Science (SPSS)
- ✓ Bizagi Modeler

PROESSIONAL EXPERIENCE

2024

German Sparkassenstiftung Eastern Africa
Project Administrative Assistant and Inventory Management
Financial Product Development for Women and Youth Project
Key Roles:

- Support logistics and operations.
- Report writing and prepare assessment report.
- Paying the Consultants.
- Support the preparation of the workshop and training including all materials needed.

- Preparing inventory materials for workshops, training.
- Sourcing suppliers and maintaining relationship with them.
- Conducting regular cycle counts or stocktakes to determine availability of inventory.
- Ordering additional inventory when stocks are low.
- Report to upper management on stock levels issues.

sept 2022

EMS Global Limited Business

Development Officer

Key Roles:

- To developed bid, proposal, concept note, plans and presentation.
- To create and build sustainable business relationship.
- To ensure a steady flow of communication between clients and the firm.

2021 to July 2022

German Sparkassenstiftung Eastern Africa

Junior Consultant

Key Roles:

- Support Administration and Procurement activities.
- Support in the preparation of the TAMFI strategic plan.
- Preparation and organization of workshops and trainings including preparation of handouts, presentation materials and other relevant training material.
- Support in the finalization of the TAMFI Strategic Plan and subsequent implementation steps.
- Preparation of workshop summaries, presentation of wrap-ups and other workshop related result.
- Support in preparation and implementation of other project activities

jointly conducted by DSIK and TAMFI including preparation of reports.

- Support the coordination with partner organization.
- Support in the development of the SCCULT digital field application.
- Business Process Mapping.

Jan 2021 to Sept 2021 **Tanzania Association of Microfinance Institution (TAMFI)**
Project Assistant
Key Roles:

- Support preparation of TAMFI strategic plan 2021-2024.
- Support preparation of workshop, training activities.
- Prepare Training Need Assessment for TAMFI members.
- Support and develop projects with partners.
- Coordination of TAMFI and its members, partners.

Oct 2018 to Jan 2020 **Credit and Debt Masters Company Limited.**
Call Center Consultant:
Key Roles:

- Making assessment on customers debt payment
- Remind customers to make payment
- Negotiate payoff deadlines and payment plans
- Keep track of assigned accounts to identify outstanding debts
- Plan course of action to recover outstanding payments
- Handle customer questions or complaints

EDUCATION

2014 – 2017 **Bachelor's Degree in Development Finance and Investment Planning**
Institute of Rural Development Planning (Dodoma, Tanzania).

- I received Award of bachelor's degree in development finance and Investment Planning with Upper Second Class

2012 – 2014 **Advanced Certificate of Secondary Education**
Kigoma Secondary School, Kigoma, Tanzania.

- I received Award of an Advanced Certificate for Secondary Education

2008 -2011 **Ordinary Certificate of Secondary Education**
Ngokolo Secondary School, Shinyanga, Tanzania.

2001 – 2007

- I received Award of Certificate Of Secondary School Education
Primary School Certificate
Muungano Primary School, Mbeya, Tanzania

Language

- English Language (Fluent)
- Kiswahili language (Fluent)

Professional Trainings

MFI Management Game

Included Competence

- Develop a sustainable strategy to achieve economic sustainability
- Effectively manage different types of loan and saving products
- Manage human resources effectively
- Effectively interpret and draw conclusion from financial statements
- Effective application of measures to manage and control risks in MFI

Referees

Marius Siebert
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