

DANIEL EMMANUEL SONDA  
P.O BOX 8851  
Mobile: 0765584629, Email: [emmadaniel318@gmail.com](mailto:emmadaniel318@gmail.com)

## 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

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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**  
**Muongano 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**  
**Deputy Country Director and Senior Digitalization Advisor**  
**German Sparkassenstiftung Eastern Africa**  
**P.O Box 1872**  
**Dar es Salaam, Tanzania**  
**Mob: (+255) 769 131176**  
**Email: [marius.siebert@sparkassenstiftung.de](mailto:marius.siebert@sparkassenstiftung.de)**

**Rita Ngarambe**  
**Program Officer**  
**Tanzania Association of Microfinance Institutions**  
**P.O Box**  
**Dar es Salaam**  
**Mob: (+255) 719192065**  
**Email: [ngaramberita1@gmail.com](mailto:ngaramberita1@gmail.com)**

**Daniel Lucius Mutani**  
**Senior Health Social Work & Head of Social Unit Emergency Medicine Department**  
**Muhimbili National Hospital**  
**P.O Box 65000**  
**Dar es Salaam,**  
**Mob: (+255)767664573 / (+255)739480477**  
**Email: [Daniel.mutani@mnh.or.tz](mailto:Daniel.mutani@mnh.or.tz)**