**CURRICULUM VITAE**

**PERSONAL PARTICULARS:**

NEELAM MOHAMMED ISMAIL

FEMALE

SINGLE

30th JUN, 2001

TANZANIAN

ENGLISH AND SWAHILI

0620 708712

neelammohammed01@gmail.com

**PERSONAL TRAITS**

* Proven leadership skills involving managing, developing and motivating teams to achieve their objectives.
* Dedicated to achieve high quality standards.
* Friendly.
* Deadline oriented
* A good organizer.
* Self taught person in terms of the latest technological trends and techniques.
* A hard working nature, ready and willing to upgrade and work hard for it.
* Willingness to learn and to work hard towards meeting any set goals and objectives.

**FORMAL EDUCATION**

Yemen Secondary School, 2016 – 2019

**COMPUTER EDUCATION**

Average use of Excel spread sheets to conduct data analysis, word processing and other office applications such as Microsoft access at Data Star Training College.

**AMBITIONS**

* To work with all my strengths, effort and high level of integrity to all tasks assigned to me by employer.
* To cooperate with all my co-workers in the organization in order to achieve organization goals.
* Becoming a useful person by utilizing my personal qualities to achieve the set objectives

**HOBBIES**

* Sports (Football)
* Listening music and Watching TV
* Reading Newspapers

**REFEREES**

HUSNA SAID ABDALLAH

TANZANIA PORTS AUTHORITY

husna\_psc99@hotmail.com

SENIOR OPERATIONS OFFICER (SOO)

57HP+CG4, Dar es Salaam

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**DECLARATION**

I NEELAN MOHAMMED ISMAIL, completely admit that all written above are true and was not forced or guided in writing this curriculum vitae which will include form four certificate, secretarial certificate and therefore am doing this in my own accord.