CURRICULUM VITAE

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PROFESSIONAL SUMMARY

Dynamic and results-oriented professional with over 4 years of experience in customer relations, sales, marketing, and project management. Skilled in building strong relationships with stakeholders, implementing customer engagement strategies, and driving organizational growth. Expertise in data analysis, reporting, and leveraging communication tools to enhance customer satisfaction. Proven track record in delivering impactful training and capacity-building sessions for community development projects.

CORE COMPETENCIES

Customer Relationship Management (CRM)
Sales & Marketing Strategy
Data Collection & Analysis
Project Coordination & Reporting
Stakeholder Engagement & Networking
Training & Capacity Building
Problem-Solving & Decision Making
Communication & Negotiation

PROFESSIONAL EXPERIENCE

GLOBAL CHANGE AMBASSADOR

Echo Change | 2025 - Present

- ❖ Advocating for global change by engaging with diverse international stakeholders and promoting sustainability initiatives.
- ❖ Leading and participating in programs aimed at fostering awareness and action towards global social and environmental issues.
- Organizing and conducting capacity-building workshops to inspire and equip others to contribute to meaningful global change.
- * Representing the organization at global forums, conferences, and online platforms to advocate for youth empowerment and sustainable development.
- Collaborating with fellow ambassadors and local communities to design and implement impactful change-driven projects.

Achievements

- ❖ Led and coordinated youth-focused global change initiatives, positively impacting over 100 young people in multiple communities.
- * Represented the organization at international platforms, advocating for sustainable development and youth empowerment.
- Organized workshops that equipped youth with practical skills to address social and environmental challenges.

PROJECT FIELD OFFICER

USAID Kijana Nahodha Project | Mvomero District | January 2024 - February 2025

- ❖ Facilitated soft skills training for project beneficiaries through capacity-building sessions in various modules.
- ❖ Coordinated technical skills training for beneficiaries who selected courses through the Team-Up model.
- Established BHASSA Learning Centers in every project ward in Mvomero District to offer technical training courses.
- ❖ Linked new members and formulated new beneficiaries for the USAID Kijana Nahodha Project.
- Prepared detailed monthly, quarterly, and workplace reports, tracking progress and sharing insights with stakeholders.
- Fostered strong relationships between the project team, stakeholders, and donors to ensure effective project execution.

Achievements

- ❖ Facilitated training for over 1000 beneficiaries, helping them develop both soft and technical skills.
- ❖ Established BHASSA Learning Centers in all wards of Mvomero District, enhancing access to training resources.
- ❖ Played a key role in linking new beneficiaries, contributing to an overall 30% increase in program participation.
- ❖ Developed and submitted high-quality monthly and quarterly reports that informed project decision-making.

PEER EDUCATOR

Unbound Community Tanzania | Morogoro | 2023 - Present

- Conducted training sessions and educational programs for youth to develop soft skills and increase participation in community programs.
- ❖ Promoted program benefits to stakeholders, enhancing engagement and trust in the organization's mission.
- ❖ Gathered feedback through surveys to improve service delivery and responsiveness to community needs.

SALES OFFICER

Fanikiwa Microfinance Ltd | Morogoro | 2022

- Promoted financial services and products, establishing long-term relationships with clients, including loans and financial literacy support.
- ❖ Conducted market research to identify potential customers, tailoring loan products to meet their needs, and driving revenue growth.
- ❖ Ensured exceptional customer service by addressing inquiries, providing guidance on loan terms, and maintaining high satisfaction levels.

Achievements

❖ Achieved sales targets consistently, contributing to a 20% increase in overall revenue for the company.

- ❖ Built and maintained long-term relationships with customers, ensuring high satisfaction and repeat business.
- Successfully promoted financial products, resulting in a significant increase in loan uptake within a six-month period.

EDUCATION

Bachelor of Arts in Sociology

University of Dodoma (UDOM) | 2019 - 2022

GPA: 3.7

CERTIFICATIONS

SPSS Certification | 2022

Monitoring and Evaluation (In Progress)

TECHNICAL SKILLS

Data Analysis: SPSS, Excel

Customer Relationship Management (CRM)

Microsoft Office Suite Power BI (In Progress)

REFERENCES

1. Mr. Jacob

Head of Youth Department

Unbound Community Tanzania

P.O. Box 166, Morogoro Mobile: +255756 957 940

2. Madam Cheka

Mtaa Executive Officer (MEO)

Kihonda Ward

P.O. Box 166, Morogoro

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3. Leila Salum

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