

## **CURRICULUM VITAE**

**GRADYS SIMTOWE**

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### **PERSONAL DETAILS**

Sex: Female

Date of Birth: 26<sup>th</sup> February 1996

Marital Status: Single

Current Residence: P.O BOX 360 Rukwa

Nationality: Tanzanian

### **ACADEMIC AND PROFESSIONAL QUALIFICATIONS**

#### ***Bachelor of Science in Social Protection (BSP)***

- At Institute of Finance Management (IFM) (2018 – 2021)

#### ***Advanced Certificate Secondary Education***

- At Karema Girls Secondary School (2016 -2018)

#### ***Ordinary Certificate Secondary Education***

- At St Maurus Chemchemi Secondary School (2012 – 2015).

#### ***Primary School Living Certificate***

- At Mazoezi Kantalamba Primary School (2005 – 2011)

## **LANGUAGE PROFICIENCY**

Proficient in two languages below;

- Written and Spoken Swahili language
- Written and Spoken English language

## **APPLICATION OBJECTIVES**

*My objectives for this application are;*

- Being a person with integrity, reliable, flexible and possess excellent time keeping skills.
- Being a self-motivated, responsible and hard-working person and also being more effective in working in groups and adaptable to all challenging situations
- To be the mature team worker easy sharing knowledge, able to work independently and under supervision.

## **RELEVANT SKILLS**

*Team building and Complaints Resolution*

- Ability to work in team and independently
- Ability to work in rural setting and multicultural environment
- Ability to work under pressure, meet deadlines and commitment to work

*Communication Skills*

- Mastery in communication skills both verbal and non-verbal

*Computer literacy skills*

- The ability to use Microsoft office; I have been able to use Microsoft words, Microsoft excel, Microsoft power point, and Microsoft publisher
- Ability to plan and organize activities related to my field

*Documentation / record keeping, data analysis and application with proficient research skills*

## **INTEREST AND ACTIVITIES**

- Reading both novels and academic books
- Practical learning and also learning new things
- Travelling, interacting and participating in community services

## **WORKING EXPERIENCE**

### **JULY – NOVEMBER 2022**

**Title:** Field Program Officer & Monitoring and Evaluation Officer

**Institution:** World Vision International, Iringa

#### **Roles**

- Formulating evaluative resources to guide the fieldwork
- Inspecting delivery sites ascertain the appropriateness of contemporary conditions
- Conferring with project beneficiaries and support staff to evaluate uptake, pitfalls, and areas necessitating expansion
- Collecting samples, where possible, for subsequent inspection
- Inputting data into suitable software and then arranging this to facilitate analysis
- Extracting and reporting on data driven conclusions for salient undertaking
- Revising and creating novel implementations that cover shortfalls in extant initiatives
- Updating your expertise by employing a proactive approach to learning

### **JANUARY 2022 – APRIL 2022**

**Title:** Actuarial and Risk Management Officer

**Location:** Mbeya Jubilee Insurance

#### **Duties and Responsibilities**

- Designing and implementing an overall risk management process for the organization, which includes an analysis of the financial impact on the company when risks occur
- Performing a risk assessment: Analyzing current risks and identifying potential risks that are affecting the company
- Performing a risk evaluation: Evaluating the company's previous handling of risks, and comparing potential risks with criteria set out by the company such as costs and legal requirements
- Establishing the level of risks the company are willing to take
- Preparing risk management and insurance budgets
- Risk reporting tailored to the relevant audience for instance; educating the board of directors about the most significant risks of the business, ensuring business heads understand the risks that might affect their departments, and ensuring individuals understand their own accountability for individual risks
- Explaining the external risk posed by corporate governance to stake holders
- Creating business continuity plans to limit risks
- Implementing health and safety measures, and purchasing insurance

## **JULY 2020 – OCTOBER 2020**

**Title:** Risk officer, customer service and Strategy Analysis Coordinator

**Organization:** UAP Insurance Corporation ltd Mbeya

### **Roles**

- Supervise all insurance claims in line with insurance policies
- Collect and analyze data on all claims related to social protection and life insurance
- Prepare monthly reports for the attention of the team leader
- Update existing policies to reflect changes regarding staff compliments and bank Asset portfolio
- Communicate with insurance brokers to obtain information necessary for processing claims
- In consultation with the finance department, ensure timely settlement of claims

- Ensuring all administrations task are performed timely
- Perform any other duties as assigned by the supervisor

## **AUGUST 2019 – OCTOBER 2019**

**Title:** Compliance officer, Benefit Officer and Data Entry Clerk as the field student

**Institution:** NSSF – SUMBAWANGA

### **Roles**

- Scanning through information to identify pertinent information
- Correcting errors and organizing the information in a manner that will optimize swift and accurate capturing
- Creating accurate spreadsheets
- Entering and updating information into relevant databases

## **MEMBERSHIP AND ASSOCIATIONS**

I had membership in the following associations

- The Children’s Right Foundation Group
- Human Dignity Promotion Organization
- Seeway Tanzania Orphan and Vulnerable Children

## **REFEREES**

Apart from my personal information mentioned in these Curriculum Vitae other information with some recommendations may be sought freely from

### ***Referee 1***

- Name: ABDALLAH YAHYA SAID
- Position: assistant lecturer faculty of insurance and social protection the Institute Of Finance Management (IFM)
- Tel: +255748018585

- Address: P.O BOX 3918 SHAABAN ROBERT STREET 11101 DAR ES SALAAM TANZANIA.
- Email: [mbalilakiab@gmail.com](mailto:mbalilakiab@gmail.com)

### ***Referee 2***

- Name: NEHEMIAH BARANZILA
- Position: SENIOR OFFICER-INTERNATIONAL BANKING EQUITY BANK (T) Ltd
- Tel: +255718905306
- Address: P.O BOX 110183 DAR ES SALAAM
- E-Mail: [Nehemiah.baranzila@equitybank.co.tz](mailto:Nehemiah.baranzila@equitybank.co.tz)

### ***Referee 3***

- Name: DENISCONRAD C. LUMAMBO
- Position: ASSSITANT ACCOUNTANT RUWASA TARIME (DC)
- Tel: +255757450770
- Address: P.O.BOX 6479 MWANZA
- E-Mail: [conradlumambo@gmail.com](mailto:conradlumambo@gmail.com)

### ***Referee 4***

- Name: PATRICK FAUSTINE MNYETI
- Position: DRIVER SOKOINE UNIVERSITY OF AGRICULTURE (SUA)
- Tel: +255757282765
- Address: P.O.BOX 3000 SUA, MOROGORO TANZANIA
- E-Mail: [pmnyeti@gmail.com](mailto:pmnyeti@gmail.com)

### **DECLARATION**

I Gradys Simtowe do hereby to declare that all information above is true and it describe about me, my qualifications and experience. I will be able to work with you in a proper way and manners that are needed in running an institution for goodwill and reputation of an organization. Thanks in advance