

CURRICULUM VITAE (CV)

1. PERSONAL DETAILS

First name:	Fredrick
Middle name:	Mosses
Surname:	John
Gender:	Male
Nationality:	Tanzanian
Current city:	Dar es Salaam
Language:	English and Swahili
E-mail:	fredrickjohn750@gmail.com
Phone number:	+255744475111

2. EDUCATION AND TRAINING

(i) Secondary Education

	Name of the school	Region	Year of admission	Year of graduation
O – Level	Kighare Secondary School	Kilimanjaro	2014	2017
A – Level	Kawawa High School	Iringa	2018	2020

(ii) Universities / Colleges

University	Duration	Country	Award
The Institute of Finance Management (IFM)	2020-2024	Tanzania	Bachelor of Science in Insurance and Risk Management

3. PERSONAL EXPERIENCE

A. Mkombozi Commercial Bank Plc

Trainee at Mkombozi Commercial Bank
(MKCB), Mwanza Branch (Aug, 2022 - Oct, 2022)

Tasks assigned:

- Bancassurance.
- Assistance on provision of loans/Lending services.
- Reconciliation of Cheque, bank statements.
- Opening of different banking accounts
- Claims handling and underwriting of various insurance products.
- Customer service desk activities.
- Building an effective and positive relationship with customers.
- Conducting loan appraisal techniques.
- Preparation of insurance policy covers.
- Conducting identification and verification of customer procedures (KYC).
- Performing other tasks as assigned by Accountant/Bank operator.

B. Elie's Apartments & Hotel

Operations Manager at Elie's Apartment Kigamboni
(Dec, 2020 - Feb, 2025)

Tasks:

- Financial Management
- Risk Management
- Digital Marketing and strategies
- Customer services and handling
- Legal compliance and property inspection
- Maintenance Oversight
- Staffs supervision
- Transport management i.e airport picking
- Health, safety, environment (HSE)

4. HOBBIES AND INTERESTS

- Learning new things and new culture.
- Watching documentaries, reading novels.

5. SKILLS

LANGUAGE PROFICIENCY:

English - Competent in both speaking and writing.

Swahili - Competent in both speaking and writing.

COMPUTER LITERACY:

- Microsoft Excel
- Microsoft Word
- Microsoft Power point

ABILITIES & SKILLS:

- Risk management skills.
- Finance management and operations.
- Sales and marketing skills.
- Safety operations and Social protection skills.
- Customer service operations and handling.
- Retirement planning and Pension skills.
- Administration and Steady leadership skills including flexibility, strategic thinking, creativity, and empathy.
- Ability to learn new things and adapt new culture.
- Competence in communicating appropriately, active listening and ability to work well in a team.
- Ability to multi-task and work in a busy office environment and fast learning.
- Positive and flexible attitude towards change and competition
- Ability to use technological tools such as Electronic Fiscal Device (EFD), Computer, Smart-policy.
- Excellent writing and presentation skills.

OTHER CERTIFICATE

Certificate of JKT Training at Kibiti 830KJ (Operation uchumi wa kati, 2020)

6. REFEREES

A. Name : Mr Kelvin Kejo

Position : Onsite Manager

Address : Elie's Apartments & Hotel

E-mail : kelvinkejo44@gmail.com

Phone no : +255744928146

B. Name : Gladys Kombe
Position : CEO
Address : Elie's Apartments & Hotel
Kigamboni, Dar es salaam
E-mail : gladys.kombe@ttcl.co.tz
Phone no : +255738383847

C. Name : Neema Mushi
Position : Bank Officer
Address : Mkombozi Commercial Bank Plc,
Mwanza Branch,
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