**CURRICULUM VITAE**

**PERSONAL PROFILE**

A fresh graduate of Bachelor degree of accounting and Transport finance from National Institute of Transport (NIT). Confident, hard worker both independently and in a team, flexible individual who thrives on new challenges, I am able and eager to learn new skills, enjoy working within effective teams and by personal initiative and obeying safety measure in the area of work, self-motivated, fast leaner and able to work upon the required deadline and under minimum supervision.

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| **Surname** | Halifa |
| **First Name** | Hassani |
| **Middle Name** | Salehe |
| **Date of Birth** | 04 march 2000 |
| **Nationality** | Tanzanian |
| **Sex** | Male |
| **Marital status** | Single |
| **Contacts** | 0694045290 |
| **Email** | Mgallahalifa@gmail.com |

**EDUCATION BACKGROUND**

|  |  |  |
| --- | --- | --- |
| **YEAR** | **AWARD** | **INSTITUTION** |
| 2019 -2023 | Bachelor Degree in Accounting and Transport Finance | NATIONAL INSTITUTE OF TRANSPORT. |
| 2017- 2019 | Certificate of Advance Secondary Education | LUKOLE HIGH SCHOOL |
| 2013-- 2016 | Certificate of Secondary Education | KIRINJIKO ISLAMIC SECONDARY SCHOOL |

**CAREER OBJECTIVES AND FOCUSS**

To work in a challenging and competence set up of any private or public organization and to give the benefit of my knowledge, skills and experience to the best of my ability and competency, I hope to assist the institution in achieving its goal and to translate the knowledge gained in to practical development plans and also .

**WORK EXPERIENCE**

**SHARP FINANCIAL SERVICES.**   **(COLLECTION OFFICER From 20-01-2025 to Current)**

- Leading marketing activities

- making Marketing strategy and planning

- Develop media plans including advertising, public relations, and social media.

**SINGULARITY MICROFINANCE.**   **(COLLECTION OFFICER From 08-01-2023 to 31-12-2024)**

- Developing debt collection strategies and plans

- Negotiate a payment

- Keep tracking outstanding debts

- Maintain a record of collection efforts

**MINISTRY OF MINERALS**  **(ASSISTANCE ACCOUNTANT From 01-07-2022 to 11-10-2022)**

- Maintaining financial records

- Performing reconciliations of accounts

- Enter financial transactions into internal databases

**SKILLS**

* Am good in computer applications including Microsoft word, Microsoft power point, Data base, Microsoft publisher, SPSS and Photoshop.
* Problem Solving Skills and Strategic planning
* Am good in performing different handcrafts.
* Managing and directing skills
* Leadership skills and Integrity
* Soft skills and social relation skills
* Entrepreneur and Business skills
* Am good in writting, reading and speaking english and swahili language

**PERSONAL ACHIEVEMENT**

* I have managed to conduct a Research proposal and report concerning PROBLEM FACING TAX COLLECTION IN KINONDONI REGION
* Conducting small projects concerning Business and entrepreneurship.
* Awarded as the Best Discipline student at both Ordinary and Advanced Secondary School.
* Successfully managed and led as a class representative.

**HOBBIES AND INTERESTS**

* Mentoring and Coaching.
* Volunteering
* Club membership
* Team Sports and Arts
* Listening Music

**REFEREES**

* **Name**: Julius Rugemalira
* **Occupation**: Lecture in National institute of Transport
* **Contacts**: 0626725552
* **Name**:Richard Chibway
* **Occupation**: Doctor
* **Contacts**: 0784013109
* **Name**: Shedrack John
* **Occupation**: Electric Engenier at JS Company LTD
* **Contacts**: 0783238483

**DECLARATION**

I Halifa Hassani Salehe declare that the information given above is mine and true at the best of my knowledge.

Signature: ........................

Name: Halifa Hassani Salehe

Date: ...................................