

# VALENTINA JULIUS MASSAWE

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## CAREER OBJECTIVES

Highly motivated individual with excellent communication and analytical skills. Able to work on own initiative and as part of a team. I am very organized and a faster learner working under pressure with minimal or no supervision while maintaining high quality standards.

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## SKILLS

- Leadership, Verbal and written communication,
- Teamwork,
- Critical thinking,
- Personality development,
- Negotiation,
- Decision making
- Ability to work as a Team Leader and cooperate with the members of the team
- Capable of working in a wide diversified kind of working environment
- Time conscious
- Adhere to deadlines and work under minimum supervision
- Committed and fast learner
- Creative and self-motivated

## COMPUTER SKILLS

Internet and Microsoft Word Office PowerPoint and Excel

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## PROFESSIONAL EXPERIENCE

**NATIONAL BANK OF COMMERCE (NBC)**

**DIRECT SALES AGENT**

**2025- PRESENT**

### DUTIES AND RESPONSIBILITIES

- Deliver exceptional sales performance by identifying and meeting customer needs through selling Liabilities (deposit) products.
- Provide direct "hands-on" sales support (quality lead generation and effective follow-up) to generate and convert quality leads into sales.
- Participate in sales activations and campaigns to meet specific targets.
- Ensure all onboarded customers are active and digitally connected.
- Complete account opening with customers in line with NBC Bank policies and requirements before submitting to operations for processing. Comply with general NBC Operational risk & Rigor requirements (e.g., Health & Safety standards, security of premises, KYC, and anti-money laundering regulations). Carry any other related duties as assigned by the line manager.

**BRAC MAENDELEO TANZANIA  
ENUMERATOR ON DATA COLLECTION  
2021-2023**

**DUTIES AND RESPONSIBILITIES:**

- Research designs, tools development and validation, survey planning
- Improving ultra-poor graduation programs
- Improving livelihood using livestock
- Microfinance and diversification and demonstrating the impact of client-centric microfinance
- Discussing with young boys and girls concerning financial challenges and how to solve them
- Promoting safe sex among adolescents in Tanzania the case of Dodoma, Iringa, Dares Salaam and Mbeya regions
- Empowering adolescent girls with improved life skills a randomized evaluation of changes to the Brac ELA program.

**ARUSHA DISTRICT COUNCIL  
COURT CLERK INTERN  
JULY – OCTOBER 2019**

**DUTIES AND RESPONSIBILITIES:**

- Collect court fines and maintain records of the amount collected
- Ensure all legal documents submitted adhere to the law and court procedure.
- Sort incoming mail and deliver it to the appropriate department.
- Performing basic bookkeeping tasks
- To administer oaths and affirmations
- To provide administrative assistance for legal counsel and judges to ensure their office runs as efficiently as possible
- Provide administrative support throughout filling legal documents preparing appellate records and filling indictments and verdicts as needed

**ARUSHA DISTRICT COURT  
ARUSHA DISTRICT COURT FIELD CLERK,  
FEBRUARY-APRIL 2017**

**DUTIES AND RESPONSIBILITIES:**

- Assisting in office management and administrative processes
- Upholding all court records to ensure they stay up-to-date and accessible
- Answering phone calls to take messages and transfer calls to the applicable colleague
- Record the minutes of meetings and court proceedings.
- Create calendars of cases to be called
- Prepare and distribute court orders including probation orders, sentencing information and court summons

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## EDUCATION BACKGROUND

- 2022-2024 – Saint Augustine University Arusha – **Ordinary Diploma in Law**
  - 2016-2017 –Institute of Judicial Administration (IJA) Lushoto – **Basic Technician Certificate in Law**
  - 2012-2015 – Sinon Secondary School - **Certificate Secondary Education**
  - 2005 – 2011 - Mwangaza Primary School- **Certificate Primary Education-**
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## REFERENCE

Julietha John Komba  
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