

CURRICULUM VITAE

PERSONAL INFORMATION

Surname	Mlacha
Middle name	Francis
First name	Catherine
Date of birth	13 th February, 1999
Place of birth	Tanga, Tanzania
Nationality	Tanzanian
National identification number	19990213212080000113
Status	Single
Gender	Female

CONTACT INFORMATION

Mobile	+255 756861158
Email	catherinemlacha603@gmail.com

PERSONAL ATTRIBUTES

Ability to work in a team and in multicultural environment	Good communication skills
Ability to work on own initiative with a minimum supervision	Innovative
Ability to work under pressure	Knowledge of accounting principles and standards
Ethical	Good listener
High Degree of patience and tolerance	Ability to learn fast adopt to situations
To produce high quality works with attention to details	Good analytical skills and cooperation

ACADEMIC BACKGROUND

YEAR	INSTITUTION	AWARD
2023	Dar Es Salaam CPA Review Centre (DCRC)	Certified Public Accountant (am still enrolled)
2019 - 2022	The University of Dodoma	Bachelor of Commerce in Accounting
2017 - 2019	Zanaki Girls Secondary School	Advanced Certificate of Secondary School Education
2013 - 2016	Bethsaida Girls Secondary School	Certificate of Secondary School Education
2006 - 2012	Ziwani Primary School	Certificate of Primary School Education

WORK EXPERIENCE

Intern 02/2024 to Current: Loan Officer at Higher Education Students Loans Board (HESLB)
DAR ES SALAAM, TANZANIA.

- To receive and register all loan applications submitted to HESLB
- Retrieve and analyze examination results from higher institutions
- Identify and track loan beneficiaries for the purpose of receiving the loan
- Study loan contracts for the purpose of establishing repayment processes
- To prepare, verify and issue all loan bills to loan beneficiaries
- To attend and handling loan beneficiaries complaints
- To establish loan defaulters list for the purpose of loan recovery
- To Provide operation support to loan officers at various higher education institutions.

Field Practical Training 08/2021 to 10/2021 Higher Education Students Loans
Board (HESLB) DAR ES SALAAM, TANZANIA

- Preparation of statements to the loan beneficiaries
- Writing letters (Notice) to the loan beneficiaries
- Writing letters to the employers with loan beneficiaries employees
- Recording payment vouchers in register book

LANGUAGE

Language	Speaking	Writing	Reading
Swahili	Fluent	Excellent	Excellent
English	Very good	Very good	Very good

COMPUTER SKILLS

Program	Level of proficiency
Microsoft office Word	Very Good
Microsoft office excel	Very Good
Microsoft office power point	Very Good
Tally Prime	Very Good

INTEREST AND HOBIES

Sports and games
Reading books and news paper
Travel
Listening music

REFEREES

<ul style="list-style-type: none">• Ms. Haika George Mziray, Insurance Agent, Bumaco Insurance, +255 714 104 075, hycahmziray@gmail.com.
<ul style="list-style-type: none">• Mr. Raphael Lucas Ngijo, Accountant, TANROADS, raphaelngwijo@gmail.com
<ul style="list-style-type: none">• Mr. Laurent Ntanga, Lawyer, STUM. HQ, +255 714 114 597, ntangalaurent@yahoo.com

DECLARATION

I hereby certify that to the best of my knowledge, the information contained herein is correct and in summary describe me, my qualification and my experience.