



CURRICULUM VITAE

1.0 PERSONAL PARTICULARS

First Name: **JESCASIA**
Middle Name: **HARTMANN**
Surname: **MINJA**
Sex: Female
Date of Birth: May 5th, 1998
Place of Birth: Muhimbili Hospital, Dar es Salaam
Nationality: Tanzanian
Marital Status: Single
Language: Fluent Swahili and English
Mobile Phone: **+255747353789**
Email: **Jescasia10@gmail.com**

2.0 PROFILE

I am young self-motivated and hardworking, able to work under pressure, dynamic with strong interest and like learning, good problem solving skills, determine to succeed and excel, strong communication skills, and team player.

3.0 PROFESSIONAL RECORDS

3.1 INSTITUTE: **MOSHI COOPERATIVE UNIVERSITY**
REGION: **KILIMANJARO**
YEAR: 2019 -2021
AWARD: **Diploma in Enterprises Management**

Course Contents

- 1.Retail Management
- 2.Consumer behavior in Marketplace
- 3.Introduction to E -Commerce
- 4.Introduction to Production and Management
- 5.Public Finance and Taxation
- 6.Element to Enterprises

4.0 EDUCATIONBACKGROUND

- | | | |
|----|----------------|--|
| 41 | SCHOOL: | TUSIIME HIGH SCHOOL |
| | REGION: | DAR ES SALAAM |
| | YEAR: | 2017-2019 |
| | AWARD: | ADVANCED CERTIFICATE OF SECONDARY EDUCATION |
| 42 | SCHOOL: | ST MARIA GORETH SECONDARY SCHOOL |
| | REGION: | KILIMANJARO |
| | YEAR: | 2013-2016 |
| | AWARD: | CERTIFICATE OF SECONDARY EDUCATION |
| 43 | SCHOOL: | TUSIIME PRIMARY SCHOOL |
| | REGION: | DAR ES SALAAM |
| | YEAR: | 2006-2012 |
| | AWARD: | CERTIFICATE OF PRIMARY SCHOOL |

5.0 TRAININGS AND WORKSHOPS

5.1 INSTITUTION: MOSHI COOPERATIVE UNIVERSITY

COURSE: Being a Good Entrepreneur- **Kilimanjaro**
Certificate of Attendance -**Kilimanjaro**

6.0 WORKING EXPERIENCE

6.1 INSTITUTION: MARANGU JJJJJ ENTERPRISES

POST: SALES AND MARKETING OFFICER

PERIOD: AUGUST 2021-TO DATE

DUTIES AND RESPONSIBILITIES

- To generate unique sales Plans in the Enterprises.
- To Create engaging advertisements, emails and promotional literature
- Developing Pricing strategies.
- To Conduct internal Meeting with the Staff

6.2 INSTITUTION: EQUITY OF TANZANIA LIMITED

POST: SALES OFFICER

PERIOD: Feb 2021 TO March 2021

DUTIES AND RESPONSIBILITIES:

- Provide Customers with information about items.
- Elevate complaints to Superior Officers.
- Keep track of inventory.
- Greet customers and ask for feedback for the services received

6.3 INSTITUTION: MARANGU JJJJJ ENTERPRISES

POST: CASHIER

PERIOD: 2019 TO MARCH 2020

DUTIES AND RESPONSIBILITIES:

- Preparation of Payment Vouchers
- Preparation of Monthly Reports of Income and Expenditure

6.4. INSTITUTION: NATIONAL SOCIAL SECURITY FUNDS

POST.: RECORDS

PERIOD: 15th JULY TO 8th NOVEMBER

DUTIES AND RESPONSIBILITIES

- . Receiving files that have already been paid
- Recording files physical and to the system for better storage
- . Receiving claims from our clients on files that have not been paid

6:5. INSTITUTION : JAHA MICRO FINANCE

POST: RECEPTIONIST

PE RIOD : 2022 DECEMBER TO 2024 FEBRUARY

DUTIES AND RESPONSIBILITIES

- Receiving calls from clients and explaining to them about our loans
- Making follow-up on our clients about our loans and reminding on dates of payment
- Receiving customers,welcoming them and explaining more about our loans

7.1 HANSI GOODLUCKLYIMO,
Director at Marangu JJJJJ Enterprises,
TABATA,
P.O.Box 18051,
Dar es Salaam.
Mobile Phone:+255625443446
Email: hansilyimo@gmail.com

7.2 CLERIUS ASIEL,
Head Of Sales and Marketing,
Equity for Tanzania Limited,
P.O.Box:
Kilimanjaro.
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7.3 PHALES J.KIWANGA,
Manager,Retail Credit
National Microfinance Bank Plc (NMB)
P.O.Box 9213,
Dar es Salaam.
Mobile Phone:+255712727298
Email: phales.kiwanga@nmbbank.co.tz

7:4. SAUDA MGUNDA,
Head Of Records Department,
National Social Security Funds,
Mobile phone: +255763395979.

7:5. PENDO LYIMO,
Manager Of Credit,
Jaha Microfinance,
Mobile Phone: +255 719166483

8.0 CERTIFICATION

I, the undersigned certify that to the best of my knowledge and behalf, there Bio data correctly describe my qualification my Experience and myself.

Jescasia Minja

FULL NAME:....

SIGNATURE:..



DATE:..

13/10/2021.