

CURRICULUM VITAE (CV)

PERSON INFORMATION

Name	Baina Hamadi Mkwizu
Gender	Female
Date of birth	23 February 2002
Place of birth	Arusha
Marital status	Single
Language known	Swahili, English
Nationality	Tanzanian
National ID	20020223231230000110
Phone	+255 695507798
Email	mkwizubaina@gmail.com

EDUCATION BACKGROUND

YEAR	INSTITUTION	AWARD
2021-2024	Mzumbe University of Tanzania	Bachelor Degree in Accounting and Finance
2019-2021	Malambo High School	Advanced Certificate of Secondary School Education (ACSEE)
2015-2018	Kisimiri Secondary School	Ordinary Certificate of Secondary Education (CSEE)
2008-2014	High view Primary School	Certificate Of Primary School Education

WORK EXPERIENCE

1. Address	Ilala – Dar es salaam
Institute	National Social Security Fund (NSSF)
Designation	Accountant & Receptionist (Field Practical Training)
Duration	November 2023 – March 2024

SKILLS

Computer skills - Microsoft processing, Microsoft excel, Microsoft Power point.

Communication skill – verbal and written communication

Recording skills.

PROFILE AND ATTRIBUTE

High level of integrity, honest and sense responsibility.

Able to work as a team and with own initiatives.

Ability to handle pressure when and where necessary in order to achieve visible result

Dedicate to maintain high quality standard of work and secrecy.

HOBBIES

Traveling

Reading books

Watching movies

REFEREES

Name	Contact details	Position
Hamadi Mkwizu	Phone: 0784706889	Tailor Labalaba Company.
Irene Marandu	Phone: 0767870791/0784870791	Senior Tour Consultant Predator Safari Club Ltd

Mohamed Ramadnan	Phone: 0765836831	Accounts Receivable Officer Via service Limited

DECLARATION

I, Baina Hamadi Mkwizu declare that the information given is true to my best knowledge.