

Veronica Gabriel Msoffe

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OBJECTIVE

A young, passionate, and hardworking person ready to learn and bring positive changes at the workplace.

WORK EXPERIENCE

July 2021 – Sept 2021

Intern National Social Security Fund – Dar es salaam.

Responsibilities:

- Data collection, interpretation and analysis through Microsoft excel.

Oct 2022 – Dec 2022

Research assistant at IPSOS, Dar es Salaam

Responsibilities:

- Developing more skills on Research and Development

April 2023 – Current

Debt Collector at Raytill Tanzania Limited, Dar es Salaam

Responsibilities:

- Negotiate payoff deadlines or payment plans
- Keep tracking outstanding debts
- Build trust with debtors
- Develop collection strategies
- Respond to customer queries
- Contact overdue account holders
- Confirming clients' information and payment agreements
- Update account status and database regularly
- Negotiate payment terms if required

EDUCATION

- **University of Dar es Salaam (UDSM)** *2019 - 2022*
Bachelor of Arts in Economics and Statistics: relevant coursework, advanced Macro and Micro Economics, Statistics
- **Marian Girls High School, Pwani, Tanzania** *2017 – 2019*
Advanced Mathematics, Geography, Economics and General Studies. A level graduate with division I.
- **Marian Girls High School, Pwani, Tanzania** *2013 - 2016*
Ordinary level graduate with division I

ADDITIONAL SKILLS

- Microsoft Excel
- Microsoft word
- Microsoft PowerPoint
- Team work
- Communication
- Problem solving

LANGUAGE

- English(fluently)
- Kiswahili (fluently)

PROFESSIONAL MEMBERSHIP AND AFFILIATION

- Dar es Salaam University Economics Association (DUEA), November 2019 –2022
- Dar es Salaam University Statistics Association (DUSA), November 2019 –2022

CERTIFICATIONS AND COURSES

Certificate in microcomputer applications from the University of Dar-es-Salaam Computer Center in 2016

- Introduction to Microsoft windows,
- Microsoft word
- Microsoft Excel
- Microsoft access
- Internet and email

REFEREES

1. **MR WILHELM NGASAMIAKU**
Lecturer at The University of Dar es Salaam
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2. **MR ABEL NISAGURWE**
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3. **EMMANUEL PAUL SAYI**
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