

CURRICULUM VITAE FOR SARAH JIMMY ANDERSON

PART 1: PERSONAL DETAILS:

Surname :	Anderson
Middle name:	Jimmy
First Names:	Sarah
Date of Birth:	17 th Feb, 1997
Sex:	female
Marital Status:	Married
Nationality:	Tanzania

PART 2: CONTACTS:

Permanent Address:	P.O .Box 8006 – Moshi Pasua
E-mail:	sarahjim360@gmail.com
Telephone (Mobile):	+255 623302473 +255 625695039

PART 3: ABOUT ME

Sarah is a Bachelor of Human Resource Management of 2020/2023. She has excellent analytical knowledge and leadership skills obtained from various courses. Her long-term goals involve growing with a well-established organization where she can continue to learn, take on additional responsibilities and contribute as much values as possible to the team. She like company that emphasizes professional development opportunities. She would like to take full advantage of education resources available.

PART 4: LANGUAGES:

Both spoken and written English, Swahili

PART 5: PROFFESIONAL PROFILE:

- Self-motivated personnel.
- Able to work on own initiative and as part of a team.
- First class analytical, design and problem-solving skills and Dedicated to maintain high quality standards

PART 6: ABILITIES AND PERSONAL CHARACTERISTICS

- Tolerating hospitality
- Ethical behavior, integrity and hardworking
- Following established procedures
- Working with computer properly

PART 7: ACADEMIC CREDENTIALS:

DURATION	AWARDING INSTITUTION	AWARD
2020 -2023	Moshi cooperative university (MoCU)	Bachelor of Human Resource Management
2019 - 2020	Mawenzi secondary school center	Advanced certificate of secondary education
2017- 2018	Moshi secondary school center	Certificate of Secondary School Examination
2015	Moshi institute of technology	Certificate in computer application
2004 – 2010	Jitegemee Primary School (Moshi)	Certificate of Primary Education

PART 8: WORK EXPERIENCE:

Date:	Organization	Position	Main duties performed
December 2018 – April 2019	Kind dispensary	Receptionist	<ul style="list-style-type: none">- To providing customer service- Managing appointment and scheduling- To send patients to the doctor
June 2020- september 2020	Paramount sono radiology	Receptionist	<ul style="list-style-type: none">- To providing customer service- Managing appointment and scheduling- To send patients to the doctor
March 2022	National social security fund (NSSF)	Field Attachment Trainee	<ul style="list-style-type: none">- Developing and implementing compliance programs- Monitoring and assessing compliance- Reporting and documentation- Providing guidance and training
September 2023	Dutch farm ltd	Volunteer/internship	<ul style="list-style-type: none">- Solving conflicts and emphasize cooperation amongst employees-Delegation of task to employees- Keeping and providing tools and equipment to workers-Promotion of rewards-Performance management

PART 09: SKILLS , GAINED

Team working, ability to work under pressure and meet deadlines, working under minimum supervision, communication skills, analytical skills, self-confidence and trust.

PART 10: REFEREES:

1.Names Amani Andrew Mrambowa
Institution Moshi Co-operative University (MoCU)
Tittle Lecture
addresses P.O.Box 474 Moshi
 Telephone ;0759141010
 amanimrambowa@gmail.com

2. Name : Abduli Muhando
Institution : Nation Social Security fund (NSSF)
Title : Customer service officer
Addresses : P.O. Box 824 Moshi
 Telephone: 0762070437,

3. Name : Afcato willium
Institution : Dutch farm ltd
Title : Human resource manager
Addresses : P.O. Box 50515 Moshi
 Telephone: , 0682673577

PART 11: DECLARATION

I **Sarah Jimmy Anderson** , I declare that the information given above by me is true.

Signature

S.J. Anderson

Telephone...0623302473