

# BILHA DUSTAN MKUCHU

## SUMMARY

I am a dedicated Social Protection graduate from the Institute of Finance Management with hands-on experience in insurance schemes, social welfare, and business data entry. My background includes field training at Temeke Municipal Council and work at Keko Modern Furniture and Hardware Limited, where I developed strong interpersonal, negotiation, and leadership skills. I'm proficient in Microsoft Excel, Word, and PowerPoint, with a passion for problem-solving, customer relations, and continuous learning. Driven by growth, teamwork, and efficiency, I thrive in dynamic environments where I can make a meaningful impact.

## ADDITIONAL PERSONAL INFORMATION

**Nationality:** Tanzanian  
**Language:** English (fluent) and Swahili (fluent)  
**Mobile:** +255 692 455 364/ +255 715 107 104  
**Email:** [bilhamkuchu@gmail.com](mailto:bilhamkuchu@gmail.com)

## EDUCATIONAL BACKGROUND

2019-2023	<b><i>The Institute of Finance Management (IFM)</i></b> <i>Degree in Social Protection</i>
2017-2019	<b><i>Ashira Girls Secondary School</i></b> <i>Advanced Certificate of Secondary Education</i>
2013-2016	<b><i>Lamiriam Girls Secondary School</i></b> <i>Certificate of Secondary Education</i>

## TRAINING AND WORK EXPERIENCE

### KEKO MODERN FURNITURE AND HARDWARE LIMITED

**Place:** Keko, Dar es Salaam  
**Role:** Business Data entry  
**Period:** March 2023 to April 2025

## **TEMEKE MUNICIPAL COUNCIL**

Place: Temeke, Dar es Salaam

Role: Social Welfare and Insurance Officer

Period: August 2020 to November 2020 & August 2021 to November 2021

### **SKILLS**

- Social Interactions and Problem Solving
- Proper Communication and Negotiation Skills
- Building Customer Relationship Skills
- Computer literate especially in Microsoft Excel, Word and Power Point
- Management Skills including Time and Team Management.
- Report Preparation Skills
- Insurance Management Skills
- Data entry Skills