

CURRICULUM VITAE

1. Personal Particulars

Full Name	HUSNA ABDALLAH ATHUMAN
Place of Birth	Mwanza(Tanzania)
Sex	Female
Languages	English and Kiswahili

2. Contact Information.

Permanent Address	P.O.BOX3026, Dar es salaam.
Mobile	+255687149805
Email	husnaabdallah96@gmail.com

3. Academic profile.

Name of the Institution.	Duration	Award Received
Institute of Rural Development Planning-Dodoma	2020–2023	Bachelor Degree in Human Resource Planning and Management(BDHRPM)
Tanzania Public Service College-Dar es salaam	2016-2018	Diploma in Secretarial Studies
Tanzania Public Service College-Dar es salaam	2014–2015	Certificate in Secretarial Studies
Ngokolo Secondary School - Shinyanga	2010–2013	Certificate of Secondary Education Examination (CSEE)
Bugoy Primary School - Shinyanga	2003–2009	Certificate of completion of primary Education.

4. Working Experience

Position	Institution	Duration	Tasks
Customer service volunteer	TanESCO-Mbezi beach branch	July 2020 to September 2020	Attending walk-in and on-site customers, regenerating control number, other tasks.
Enumerator	World Vision Tanzania	May 2016 to June 2016	Collecting data (Household Interviews and FGD methods)
Marketing Office	Coastal Legacy Homes Limited	December 2023 to October 2024.	Communication, Negotiation, and marketing company products.
Customer Service Intern	International Commercial Bank.	October 2024 to March 2025	Handling customers, Opening new accounts and other daily tasks.

6. Participations

- . Attended a training workshop on program impact assessment and Data collection May2016/June2016
- . Award: Certificate of Competency.

7. Computer Skills

- . Microsoft Word
- . Microsoft Excel
- . PowerPoint
- . Microsoft office Publisher
- . Internet and Email

8. Personal Qualities

- . Honesty and integrity.
- . Planning and organizing skills.
- . Confident, hardworking and self-motivated.
- . Strong communication skills.

09. Referees:

- 1. Mr. Hezbon Mtawa, Lecturer**
Institute of Rural Development Planning - Dodoma.
Mobile Number: +255762686424
- 2. Mr. David Leonce Ndika. Legal Officer**
National Institute of Transport, P.O.Box 303,Dar Es Salaam
Mobile: +255786957052 Email: davidleoncendika@gmail.com
- 3. Ms. Devotha Daniel Matina, Accountant**
Ministry of Finance and Planning, Kibaha- Pwani.
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