

CURRICULUM VITAE

A: Personal Particulars:

Surname: Manzi
Other Names: Grace Tumaini
Date of Birth: September 17th, 1996
Place of Birth: Dar es Salaam - Tanzania
Gender: Female
Marital Status: Single

Contacts:
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B: Education Background:

2017-2019: Tumaini University Dar es Salaam College -Certificate of Ordinary Diploma level in Business Administration and Management.

2015- 2017: Pius High School- Advanced Certificate of Secondary Education

2011-2014: St. Ann's' Girls Science Secondary School- Certificate of Ordinary Secondary Education

C: Work Experiences:

From April 2022 I am currently working as Facility Based Tracker at Management and Development for Health
Duties and Responsibilities

- Identifying clients who missed appointments from the appointment register/database
- Track clients through mobile phone and recording outcome
- Ensuring all clients have tracking outcome to reduce and avoid unknown status
- Working with data officer to ensure all tracking outcome are updated on the database
- Prepare and submit daily/weekly report to District and community linkage mentor

From November 2020 to 2021 I am volunteering as Facility based tracker at Management and Development for Health
Duties performed;

- Identifying clients who missed appointments from the appointment register/database
- Track clients through mobile phone and recording outcome

- Ensuring all clients have tracking outcome to reduce and avoid unknown status
- Working with data officer to ensure all tracking outcome are updated on the database
- Prepare and submit daily/weekly report to District and community linkage mentor

From August to December 2019 I volunteered as Community Mobilization at Femina Hip LTD

Duties performed:

- Club management and evaluation
- Supporting on responding questions based on SRHR and Entrepreneurship
- Collecting responses and filling them on the data base
- Supporting on Girl's power project whenever needed

Field Practice conducted at Tanzania Postal Bank from July to September 2018

Duties performed:

- Customer care and services
- Collecting customer information and fill in the computer
- Using a computer and banking system to open accounts for customers
- Assistance to the customers who want to apply for loan
- To organize for the bank officer's meeting
- Offering Education about the importance of having bank Accounts to the people
- Activation of customer accounts

Data Clerk at City Lair Company from June to July 2019

Duties performed:

- Collecting primary data from the field
- Entering data to the system
- Data analysis and correction of errors
- Data interpretation

E: Personal Strengths:

- Self confident person who is basically motivated to achieve targets set
- Ability to accept challenges of dynamic environment
- Ability to work under minimum supervision
- Ability to work in team work
- Well behaved and respectful person
- Honesty and trustworthy
- Hard worker.

F: Skills Possessed

- Computer skills i.e. Microsoft word and excel
- Marketing skills
- Decision making skills

G: Language Proficiency:

I am fluently in speaking and writing English and Swahili.

H: Referees:

Shwaib Yusuf

District Clinical and SI Manager

Management and Development for Health {MDH}

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