

# CV – SALOME ELIKANA

## A. PERSONAL INFORMATION

Surname : Elikana

First Name : Salome

Sex : Female

Marital Status : Married

Date of Birth : 1<sup>st</sup> February, 1999

Nationality : Tanzania.

Language : English, Swahili and kuria writing & speaking.

## B. PERSONAL CONTACT

Mobile Phone : +255 713- 567- 414

Email : salomeelkana1@gmail.com

Postal Address : 9132 Dar-es-salaam

## C. EDUCATION BACKGROUND

DURATION	LEVEL	AWARD
2018 - 2021	Bachelor degree in Logistics and Transport Management at National Institute of Transport Dar es salaam (N.I.T)	Bachelor Degree Certificate

2016 - 2018	Advanced Level Secondary Education at Lugalo secondary school Iringa Municipal.	Advanced Certificate of Secondary Education
2012 - 2015	Ordinary Level Secondary Education at Angel House Secondary school Tarime District	Certificate of Secondary Education
2005 - 2011	Primary Education at Sabasaba primary school Tarime District	Certificate of Primary Education

## D. PROFESSIONAL TRAINING

- TANZANIA REVENUE AUTHORITY (T.R.A)

Duration :

August 2019 – November 2019

Position held:

As a Trainee Procurement Officer

Responsibility:-

- Performed store keeping and insuring safety of goods
- Inspection and confirmation of orders specification
- Processing of requisition and evaluation of proforma invoices

- TANZANIA AND ZAMBIA RAILWAY AUTHORITY (TAZARA)

**Duration :**

August 2020 – October 2020

**Position held:**

As a Trainee Transport Officer

**Responsibility:-**

- Ticketing, Weighing cargo and Cargo Inspection

- Daily drivers' supervision

- Ensure accurate payment to vendors

- AMACHA CREDIT

**Duration :**

August 2021 – March 2022

**Position held:**

Sales and loan officer

**Responsibility:-**

- To remind customers on payment of loan

- To process loan to customers

- Ensure company target are met and no fraud is done

## E. COMPETENCY AND SKILLS

- Transportation logistics
- Research and report writing
- Expert in MS Office: Word, Excel, Power Point, Publisher

- Expert in information and communication devices
- Quick in typing
- Strong communication skills and eloquence in speaking
- Faithful and honest
- Management
- Leadership
- Driving
- Teaching and guiding others to understanding.



## **F. EXTRACURRICULAR ACTIVITIES/HOBBIES**

- Reading inspiration articles, books and novels
- Sports and Games
- Listening to music and dancing
- Socializing with people

## **G. REFEREES**

1. Justine Revocatus Selekwu

Principal procurement officer

Tanzania revenue authority

Email:jselekwa@tra.go.tz

Mobile:+255-654-062-530

2. Mr. Sayid Jabir kiyungi

Assistant police commissioner

Trc police station

Mobile :+255 625-899-063

## **H. CERTIFICATION**

I, the undersigned, do hereby certify to the best of my knowledge and brief these bio-data constitute a brief picture of me, my qualifications and experience that they are valid and correct