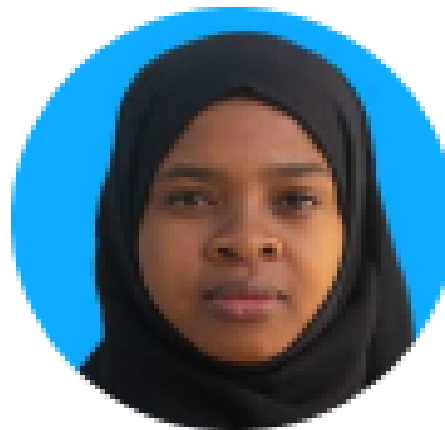


UMMY ABDALLAH ALLY

Phone: +255767947441, +255674960376

Address: P.O Box 234, DAR ES SALAAM

Email: ummyally044@gmail.com



A: PERSONAL DETAILS

Full Name : Umyy Abdallah Ally
Nationality : Tanzanian
Place of birth : Tanga
Date of birth : 27/9/1997
Marital status : Single

B: EDUCATION BACKGROUND:

1. Bachelor Degree of Arts in Development Studies: Dodoma University, Dodoma Tanzania, December 2021.
2. Advanced Certificate of Secondary Education (Form VI): Urambo day Secondary School, Tabora Tanzania, May 2018.
3. Certificate of Secondary Education (Form IV): Korogwe Girls Secondary School, Tanga Tanzania, November 2015.

C: EXPERT SKILLS

- ❖ Administrative and Leadership skills.
- ❖ Project planning and management skills & Resources management.
- ❖ Communication skills.
- ❖ Sales skills
- ❖ Team building skills
- ❖ Computer skills (Microsoft office including word, excel and PowerPoint).
- ❖ Entrepreneurship skills.
- ❖ Gender issues
- ❖ Problem solving skills

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D: WORK EXPERIENCE

Position: SALES REPRESENTATIVE

Y9 MICROFINANCE LIMITED from February 2019-March 2020 (1 year,1month)

Responsibilities

- Building customer relationships.
- Deliver sales targets.
- Handling customer complaints.
- Demonstrating and presenting products.
- Developing effective sales strategies
- Identifying customers.
- Researching markets.
- Maintaining accurate record.
- Participate in sales team meetings.
- Coordinating sales efforts with marketing programs.
- Setting meetings with potential clients.

Position: COLLECTION OFFICER

Y9 MICROFINANCE LIMITED from May 2020-April 2021 (0 year,11months)

Responsibilities

- Reviewing the company debtor list.
- Contacting customers and informing them of their overdue bills.

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- Advising customer on their payments option and suggesting methods of payments.
- Negotiating suitable payment plans.
- Maintaining customer payment records.
- Instituting legal actions when customers fail to pay their debts.
- Responding to customer queries.

Position: SECRETARY /RECEPTIONIST

RAND REAL ESTATE COMPANY LIMITED (RAND APARTMENTS) from January 2023-May 2025.

Responsibilities

- Answer and forward phone calls.
- Greeting visitors.
- Welcoming visitors and solving their problems.
- Maintaining the reception area.
- Organizing meeting rooms.
- Dealing with guest complaints and inquiries.
- Maintaining office supplies.
- Sorting and distributing email.
- Assisting colleagues with administrative tasks.
- Manage and prepare purchase request.
- Ensure proper room allocation.
- Handling office correspondence.

E: LANGUAGE PROFICIENCY

UMMY ABDALLAH ALLY

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Address: P.O Box 234, DAR ES SALAAM

Email: ummyally044@gmail.com

❖ English- Frequently

❖ Swahili- Frequently

F: INTERESTS AND HOBBIES

❖ Volunteering

❖ Learning/reading

❖ Socializing

❖ Sharing ideas

G: REFEREES

Thomas Daniel Nyansaho

RAND APARTMENTS

Position: Director

Email: nyansahotn01@gmail.com

Tel no: 0764328354

Sarai Ally Mwinyikombo

FREEFINITI ENGINEERS

Position: CEO

Email: amsarai@gmail.com

Tel no: 0767241288

Mwanamwisho Ally Mbiu

Korogwe TC

Position: Lecturer

UMMY ABDALLAH ALLY

Phone: +255767947441, +255674960376

Address: P.O Box 234, DAR ES SALAAM

Email: ummyally044@gmail.com

Email: mwanamwisho80@gmail.com

Tel no: 0759191958

DECLARATION

I, Umyy Abdallah Ally , the undersigned, I declare and certify that to the best of my Knowledge and belief, the information provided above are correct and correctly describe me, my qualifications and my experience.

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