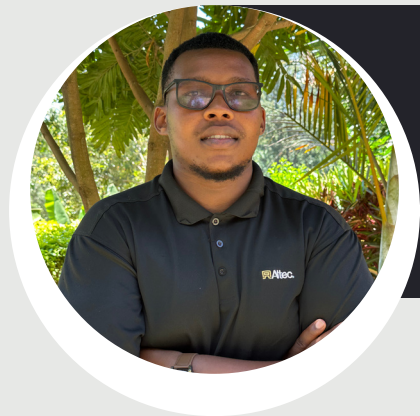




INNOCENT EXAUD MMARI



0625267225/0628288074



innommari05@gmail.com



Kigamboni, Dar Es Salaam

ABOUT ME

I am a dedicated social worker and insurer, passionate about empowering youth and fostering sustainable development. I am committed to creating positive change through collaboration and making a lasting impact on communities.

EDUCATION

Bachelor of Science in Social Protection

Institute of Finance Management 2021 – 2024

Advanced Certificate of Secondary Education

Kimani High School 2019 – 2021

SKILLS

- Communication
- Leadership
- Critical Thinking
- Computer skills
- Accounting Software
- Insurance Software
- Attention to details

LANGUAGE

- English
- Kiswahili

HOBBIES

- Listening to news
- Swimming
- Football (Watching & Playing)
- Music and Dancing
- Content creation and documentaries
- Driving

EXPERIENCE

● [UAP Insurance Tanzania Limited](#) - Part time

Underwriting and Direct Department March 2024 -January 2025

- Organized underwriting files sequentially by policy number
- Identified and processed salvage items for auction.
- Booked policies from brokers and created new clients in the Smart Policy system.
- Issued risk notes and policy documents, ensuring accuracy and compliance.
- Managed front desk operations and provided customer support.
- Cross-checked and recorded received parcels and documents.
- Compiled daily, weekly, and monthly reports.
- Processed claim documents and directed them to the required department.

● **September 2022 – January 2023**

- Assisted in front desk customer service and claims document processing.
- Monitored document dispatch and ensured proper filing.
- Provided administrative support and prepared detailed reports.

● [Great Hope Foundation](#) -Volunteer

2020

- Designed youth development policies aligned with mainly the Sustainable Development Goal number 4 (SDG 4).
- Conducted school visits to implement youth empowerment programs.

REFEREES

GRACE TESHA

UAP Insurance Tanzania Limited

Phone: +255 767 680 690

Email: gtesha@uaptanzania.co.tz

IRENE KADUMA

Makemba Company Limited

Phone: +255 712 908 490

Email: irenekaduma@gmail.com