

FATUMA SHABANI RAMADHANI. BSP,

P.O. Box 3918.

Dar Es Salaam - Tanzania.

Tell: (+255) 659-831357.

Email: ramadhanifatma1177@gmail.com



PERSONAL PARTICULARS

Name: Fatuma Shabani Ramadhani.

Nationality: Tanzanian.

NIDA no: 19990318-16109-00001-17.

VOTER no: T-1304-9783-273-1

Date of birth: 18 March 1999.

Sex: Female.

PROFILE

Ms. Fatuma an outstanding graduate student of Bachelor of Science in Social Protections from Institute of Finance and Management (IFM) in Tanzania. She has in-depth knowledge and skills in social protection, Insurance and Risk Management as well as Actuarial practices. She has a strong knowledge and skills of software, TALLY ERP9 computer systems application acquired through university and industrial practical training. Fatuma is reliable, detail-oriented, multi-tasking, resourceful, highly organized, an effective team player and self-motivated to learn and develop others' potential while progressively taking more responsibilities.

LANGUAGE PROFICIENCY

LANGUAGE	SPEAK	READ	WRITE
Swahili	Very good	Very good	Very good
English	Very good	Very good	Very good

EDUCATION AND QUALIFICATION

DURATION	INSTITUTE ATTENDED	AWARD
2006-2012	Amani Primary School	Certificate of Primary Education(CPEE)
2013-2016	Salma Kikwete Secondary School	Certificate of Secondary Education (CSE)
2016	Dar Es Salaam English and Computer course	Certificate of Computer course
2017-2019	Temeke High School	Advanced Certificate of Secondary Education (ACSE)

2019	Occupational Safety and Health	Certificate of Safety and Health (OSHA)
2019-2022	The Institute of Finance and Management	Bachelor degree of Science in Social Protections

PROFESSIONAL WORKING EXPERIENCE

Place: COMMUNITY DEVELOPMENT in Dar Es Salaam, Ilala.

Position: Community Development Officer.

Department: Loan department of Woman, Youth and Disabled people.

Year: 2022.

Duties:

- Facilitate regular community meetings, dialogue to discuss issues pertinent to project implementation.
- Mobilize and organize the community in collaboration with the Community Liaison Officers and Development Agents (DAs) as appropriate for participation in planning, implementation and monitoring of project activities.
- works with communities and local stakeholders to identify needs, develop strategies, and implement projects that enhance social, economic, and environmental well-being.
- engagement, assessing needs, planning and coordinating projects, securing funding, building partnerships,

Place: HAINAN INTERNATIONAL LIMITED, in Dar Es Salaam-Tanzania.

Position: Health Officer.

Department: Safety, Health and Environment.

Year: 2024.

Duties:

- Identify and assess hazard, risk and control for specific operation or process.
- Supervise the operation of any potential hazards in the workplace.
- Developing and implementing safety policies, conducting risk assessments, providing safety training, investigating incidents.
- Ensuring legal compliance, and monitoring workplace hazards to prevent accidents and promote a safe environment for employ

REFEREES

PARTICULARS	1	2	3
FULL NAME	Mr. Abraham Mlindwa	Mr. William	Sara E Adebe
POSITION	Associate Professor	Managing Director	Assistance Lecture
DEPARTMENT	Social Protection and Actuarial studies		Social Protection and Actuarial studies
ADDRESS	P. O. Box 3819	P. O. Box 16342	P. O. Box 3918
REGION	Dar Es Salaam-Tanzania	Dar Es Salaam-Tanzania	Dar Es Salaam-Tanzania
PLACE	The Institute of Finance and Management	Mission Insurance Agency	The Institute of Finance and Management
MOBILE	(+255) 652 509 286	(+255) 736 344 788	(+255) 784 262 180
E-MAIL	hombe@yahoo.com	willijorj@gmail.com	Saaraobunde16@gmail.com

DECLARATION

I, **FATUMA SHABANI RAMADHANI**. Do hereby declare and state that the information provided is complete and correct to the best of my knowledge.

SIGNATURE: F.S. Ramadhani