

CURRICULUM VITAE

FAUDHIA SALEHE MAPUI

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PERSONAL DETAILS

Date of Birth	11/03/2003
Sex	Female
Marital Status	Single
Nationality	Tanzanian
Place of Birth	Dar es Salaam, Tanzania

LANGUAGE PROFICIENCY

Language	Speak	Read	Write
Kiswahili	Very Good	Very Good	Very Good
English	Very Good	Very Good	Very Good

ACADEMIC QUALIFICATIONS

- Bachelor of Science in Insurance and Risk Management (BIRM) – The Institute of Finance Management (IFM), 2025
- Advanced Certificate of Secondary Education (ACSE) – Lupa Secondary School, 2022
- Certificate of Secondary Education (CSE) – Yeshua Secondary School, 2019

PROFESSIONAL EXPERIENCE

- Kumwenda Advocates – Insurance Officer (2019–2022)
 - Assisted clients and managed office records with accuracy.
 - Gained experience in handling customer needs and working under pressure.
- Zanzibar Insurance Corporation – Intern (2022–2023)
 - Supported client service operations and front-desk activities.
 - Developed interpersonal and customer-handling skills.
- Zanzibar Insurance Takaful Company – Intern (2023–2024)
 - Worked with teams in administrative and service tasks.
 - Improved teamwork, communication, and service delivery skills.

COMPUTER LITERACY

- Microsoft Excel – Very Good
- Microsoft Suite (PowerPoint, Word) – Good

SKILLS

- Strong customer service and communication skills
- Ability to work well in a team and independently
- Reliable, hardworking, and quick to learn
- Flexible and adaptable in different tasks
- Problem-solving and organizational skills

EXTRA-CURRICULAR EXPERIENCE

- Head Girl at Secondary Level
- Academic Leader at Primary School

REFEREES

- Saiwell T.J. Kumwenda – Advocate, Kumwenda Advocates Company, Mobile: 0713 323 397
- Naima Issa Nassor – Underwriter, Zanzibar Insurance Takaful Corporation, Mobile: 0657 331 432
- Sheikh Issa Said – Claim Manager, Zanzibar Insurance Company, Mobile: 0712 151 702