

CARRICULUM VITAE (CV)

A. PERSONAL DETAILS

Name **Zabron Emmanuely Ndaraba.**
Date of birth **02/02/1995**
Sex **Male**
Marital status **Married.**
Nationality **Tanzanian**
Address **Manyara**
Email zabronndaraba@gmail.com
Phone +255786808500 / +255756106361

B. PERSONAL STATEMENT.

I am a hard worker, a fast learner and adaptive as well as having excellent time management. I am competent and self-motivated with ability to work under pressure with minimum supervision. I have effective communication skills, leadership skills and commitment to see activities are done as expected.

C. ACCADEMIC QAULIFICATION.

OCTOBER 2018 - NOVEMBER 2021

BACHELOR OF ART IN ECONOMY OF BUSINESS ADMINISTRATION AND MANAGEMENT (ACCOUNTNG). MWENGE CATHOLIC UNIVERSITY (MWECAU) – MOSHI – KILIMANJARO.

JUNE 2016 - MAY 2018

ADVANCED CERTIFICATE OF SECONDARY SCHOOL EDUCATION (ACSE). Mwl. J.K. Nyerere- TUNDUMA- SONGWE

JANUARY 2012 – NOVEMBER 2015

CERTIFICATE OF SECONDARY SCHOOL EDUCATION (CSE), MISEZERO SECONDARY SCHOOL – KIBONDO KIGOMA.

D. WORK EXPERIENCE

ASSISTANT MARKETING OFFICER at MOSHI DISTRICT COUNCL (February 2019to April 2019)

I was assigned to manage customer compliance and distribute business identification card to entrepreneurs.

Other responsibilities includes

- ❖ To provide education about importance of business identification card to business.
- ❖ To fill business license.
- ❖ To prepare marketing information report of various village at Moshi district council.

ASSISTANT ACCOUNTANT at KILIMANJARO INDUSTRIAL DEVELOPMENT TRUST. (KIDT) – Moshi region.

August 2019 to October 2019.

I was assigned to prepare and find balance to the income and expenditure of the month from September to October 2019

Other responsibilities include

- ❖ To keep accounting records such as source document.
- ❖ To fill business receipt, invoice, gate pass and delivery note.
- ❖ To negotiate with customers who come to buy KDT products such as large and common bricks, rice husk and saw dust briquettes.

February to April 2020.

I was assigned to supervise activities available in the office, including assisting fellow students who are at field practice to know various activities available in accounting office.

BUSINESS DEVELOPMENT OFFICER at ZAWADI MASHINANI CO. TZ. LIMITED.**(MAY 2022 Up to date as credit officer)'**

Since I started job, I was assigned to provide education to customer about our company service and register them who are able to be companies clients and provide loans to them.

Other responsibilities include.

- ❖ To make assessments to clients for finding clients who qualify to get loans from the company according to company's policy.
- ❖ To sell company's product, as its mission of being higher purchase company of selling product by cash and loan.
- ❖ To deal with stock financing loan by handling flow of loans to customers and ensure effective collections of money lent to clients.

E. KEY SKILLS AND COMPETENCIES

- ❖ Ability to prepare and reading financial statement skills.
- ❖ Problem solving skills.
- ❖ Critical thinking skills.
- ❖ Accounting organization skills.
- ❖ Financial data analysis skills.
- ❖ Computer skills in Ms Offices such as word, excel, and power point.

- ❖ Communication skills
- ❖ Management skills.
- ❖ Interpersonal skills.
- ❖ Leadership skills.

F. LANGUAGE

Proficient and fluent in English and Swahili.

G. RESEARCH.

Title; Influence of entrepreneurship to the development of entrepreneurs.

A research report submitted to the department of undergraduate arts, social science and humanities, in partial fulfillment of requirement of bachelor of art in Business Administration and Management in accounting, at Mwenge Catholic University.

H. HOBBIES

- ❖ Saving communities.
- ❖ Entrepreneur.
- ❖ Participating in different clubs of activities such as entrepreneurship clubs of animal keeping.

I. REFEREES

Madam Magreth Ajuaye. Marketing officer at Moshi municipal. Tel 0754860670 magretsa@gmail.com	Fr Innocent Bahati Assistant lecture, Mwenge catholic university. Tel 0755552538	Sr Agnes Africanus. Assistant lecture, Mwenge catholic university. Tel 0621660649
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J. CERTIFICATION

With great prosperity of a best of my knowledge, skills and believe. I ZABRON EMMANUELY NDARABA declare that this profile correctly describe my qualification and particulars accordingly.