

CURRICULUM VITAE

PERSONAL INFORMATION

Full name: Amina S. Ally

Date of birth: 15/08/2002

Region: Dar es Salaam

Marital status: Single

Ntionality: Tanzanian

Religion: Muslim

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CAREER OBJECTIVE

I am a hard worker, focused, determined, committed and very disciplined. I see any challenge as an opportunity to grow. Comfortable working in a fast placed environment and able to build and maintain good relationships with work colleagues.

EDUCATION BACKGROUND

INSTITUTION/SCHOOL	YEAR	AWARD	STATUS
College of business education CBE – DSM	2022-2025	Bachelor Degree of Business Administration	Completed
Benjamin Mkapa High School	2020-2022	Advanced Certificate of Secondary Education	Completed
Zanaki Secondary School	2016-2019	Ordinary Certificate of Secondary Education	Completed
Buguruni Primary School	2009-2015	Certificate of Primary Education	Completed

WORK EXPERIENCE

YEAR	NAME OF COMPANY	JOB TITLE	RESPONSIBILITIES
2024	KIBAHA TOWN COUNCIL	Business officer	❖ Creating of business licenses ❖ Renewal of business licenses. ❖ Calculating of hotel levy. ❖ Provision of control numbers to customers.

LANGUAGE INFORMATION

LANGUAGE	READ	WRITE	SPEAK	UNERSTAND
English	Excellent	Excellent	Very Good	Very Good
Swahili	Excellent	Excellent	Excellent	Excellent

COMPUTER LITERACY

- Microsofit word (MS –Word)

MANAGEMENT CAPABILITIES

- ❖ Listening to other people's ideas and developing them further
- ❖ Organizing and planning time effectively in order to maximize high performance

LEADERSHIP

- Motivating and supporting staff to build a successful team
- Making decision quickly and decisively while maintaining high standard, accuracy and efficiency

SKILLS

- ❖ Business administration knowledge, analytical skills, critical thinking, problem solving skills

HOBBIES AND INTEREST

- ❖ Praying, sports, cooking, learning, reading books.

REFEREES

1. SIR. KOMBO MNYAMANI

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Teacher

Benjamin William Mkapu High School

2. MR. NTIZESA NTIRUGEREGWA

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Head of Industrial, trade and investment department

KIBAHA TOWN COUNCIL

3. MADAM. JANETH FAUSTINE MPUTA

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Lecturer

College Of Business Education