

CURRICULUM VITAE

Evenice E. Kato

Date of birth: 26/05/1997

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CAREER OBJECTIVE

I am committed to offer my knowledge, skills and innate abilities in supporting the organization to achieve its objectives through professional progress and integrity.

EDUCATION

Nov 2020 – July 2023

- * Tanzania Institute of Accountancy University, BBA.

July 2015 – May 2017

- * Chief Ihunyo Secondary School, ACSEE in HGE.

Jan 2011 - Oct 2014

- * Mbezi Beach High School, CSEE.

Jan 2004 – Nov 2010

- * Goba Primary School.
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WORK EXPERIENCE

May – August 2025

Asset Verification Officer, Extra Solution Ltd (Serengeti Breweries Ltd Contractor) – Tanzania.

- * Entered and updated verified asset information into the company system to maintain accurate digital records.
 - * Monitored and reported any misuse or irregularities of SBL assets in line with company policies.
 - * Tagged and labeled SBL assets with required tag numbers and affixed cooler maintenance stickers on fridges.
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April – Oct 2024

Sales and Marketing officer Intern, at Lumpi Real Estate Agency- Dar es Salaam.

- * Conducting market research to identify potential clients and market trends.
 - * Building and maintaining relationships with clients.
 - * Developing Marketing strategies and collaboration with sales team.
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July - Nov 2022

Create and provide driving license, Tanzania Revenue Authority -Regional Manager, Ilala Tax Region.

- * Processed and issued driving licenses
 - * Collaborated with Regional Manager in Administrative operations.
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March - August 2018

Pump Attendant, Mchigan Petrol Station, Goba -Dar es salaam.

- * Provided customer service and managed fuel transactions.
 - * Handling cash and processing payments.
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OTHER SKILLS

- * Customer Service and Communication skills.
 - * Computer skills, proficient in Microsoft Word, Excel and PowerPoint.
 - * Reporting and Documentation.
 - * Organizational and Administrative skills.
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LANGUAGES

- * Kiswahili- Native
 - * English- Fluent
 - * French- Beginner (A1), greetings and basic conversation
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HOBBIES

- *Volunteering in community outreach projects.
 - *Reading business, spiritual and leadership books.
 - *Exploring online courses for career development.
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REFEREES

* Mr. Halamela Gabriel, Chief Internal Auditor, Email: Halamela.Gabriel@absa.africa , Mob: +255 767 210 187.

* Mr. Erick Kabote, Assistant Vice President, Global Markets Dealer- Treasury, 1863 Dsm, Tanzania Email: Erick.kabote@nbc.co.tz, Mob: +255 713 300 654.

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