

# RAHMA ABDUL MWINYI

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## PROFESSIONAL SUMMARY

Am well Organized and independent candidate successful at managing multiple priorities with a positive attitude.

Willingness to take on added responsibilities to meet team goals and

Detail-oriented team player with strong organizational skills. Ability to handle multiple

Projects simultaneously with a high degree of accuracy.

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## ACCOMPLISHMENTS

Accomplish a Field Practical Training in July 2023 to October 2023 at Bakhresa Food and Product Company Limited (Lumumba Branch). Attended Special Financial Mentorship conducted by Absa bank at Institute of finance management (IFM) in 2024. Attended Special Financial Mentorship conducted by BOA Bank at Institute of finance management in 2024. I have worked at Fanikiwa microfinance as call centre and customer care in 2024. I have worked at Jubilee insurance as sales personnel in 2024.

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## SKILLS

- Friendly, Positive Attitude
- Teamwork and Collaboration
- Customer Service
- Problem-Solving
- Ethical Leadership
- Computer and Technology Skills
- Finance

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## WORK HISTORY

**Bakhresa Food and Product Company Limited** – 13/7/2023 to 13/9/2023

Dar es Salaam, Tanzania

- Self-motivated, with a strong sense of personal responsibility.
- Worked effectively in fast-paced environments.
- Skilled at working independently and collaboratively in a team environment.
- Proven ability to learn quickly and adapt to new situations.
- Excellent communication skills, both verbal and written.
- Demonstrated respect, friendliness and willingness to help wherever needed.

Position: Sales Agent (Call Center)

Organization: **FANIKIWA MICROFINANCE**

Duration: 2024 July-2024 August

Key Responsibility

- Calling customers so as they may get to know about our loan services and giving them knowledge about company's services showing how helpful it is.
- Selling loans to government, private employees and businesses owners
- Convincing various employees for both sectors to join with our services through telling them The interest rate and loan period.

Position: Debt Collector

Organization: **FLEX CASH TANZANIA**

Duration: 2024 October – 2024 December

Key Responsibility

- To collect debts owed to other, usually when those debt are past or due
- Contact and track debtors, encourage time repayment
- Handling customer questions, complaints and injuries

Position: Sales personnel

Organization: **JUBILEE INSURANCE**

Duration: 2024 August-2024 December

Key Responsibility

- Convincing various employees for both sectors to join with our services through telling them important to have insurance in life.
- Selling insurance to businesses owners, government and employees.
- Handling customer queries, complaints, and feedback in a professional and timely manner.
- Collaborate with team members and managers to ensure company operations run smoothly.

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## EDUCATION

**Bachelor Of Banking and Finance, 2021/2024**

**Institute of Finance Management (IFM) - Dar Es Salaam, Tanzania**

High (Advanced) School Education, 2019/2021

**St. Christina Girls High School-** Tanga, Tanzania

Secondary Education, 2015/2018

**St. Hellen Secondary School** – Dar es Salaam, Tanzania.

Primary Education, 2008/2014

**Mugabe Primary School** - Dar es Salaam, Tanzania.

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## CERTIFICATIONS

Certification of Good Leadership St. Hellen Secondary School During Ordinary school life time.

Certification of Computer and Technology.

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## LANGUAGES

**English:**

Intermediate (B1)

**Swahili:**

Bilingual or Proficient (C2)

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## HOBBIES

Volunteer Work, Sports and Games, Travelling and Learning new culture, Entrepreneurship mindset and Technology adopter.

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## REFEREES

Ms Salma Rashid

Accountant

Bakhresa Food and Product Company Limited

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Mr; Peter Mecklov

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