

CURRICULUM VITAE

PERSONAL DETAILS

Surname: Robbin
Middle name: Richard
First name: Catherine
Date of Birth: 21st Mach, 1998
Marital Status: Single
Nationality: Tanzanian
Contact: +255714881388
caterobbin@gmail.com

EDUCATION BACKGROUND

Level	Institution	Year	Award
University Education	The Mwalimu Nyerere Memorial Academy (MNMA) Dar es salaam Tanzania	2017–2020	Bachelor Degree in Human Resource Management
Advance Secondary Education	Iringa Girls Secondary School Iringa-Tanzania	2015–2017	ACSE
Ordinary Secondary Education	Kleruu practising secodary School Iringa-Tanzania	2011–2014	CSE
Primary Education	Ndiuka Primary School, Iringa-Tanzania	2004–2010	CPE

WORKING EXPERIENCE

Position; Sale agent of at Vodacom at Mbeya region from December 2024 up to currently

Duties performed

- Responsible for selling Vodacom business such as wifi SME bundles and bulk sms
- Responsible for acquiring new customers
- Providing mass education about our products
- Negotiate deals and meeting sales agent
- Preparing sales plans, prospecting, researching and making sales
- Exhibit strong work ethics and commitment to archive goals
- Maintaining a positive altitude and high energy level while working
- Managing client relationship
- Using positive language in order to handle customer frustration defeatism, need to stay positive
- Increasing sale size of our products

Position; Sales person at Brand yolk enterprises January 2023 up to Dec 2024

Duties performed

- Promoting company product boxer 125and 150 hd
- Educating customer about our products
- Increasing brand awareness
- Working closely with sales and market on marketing strategies
- Monitoring customer preference and customer feedbacks to me
- Increasing sale size of Our products
- Assisting in organizing marketing invent

Position: Customer Care at Bigclient Company limited from sept 2022 up to Jan 2023

Duties performed;

- Delivering proactive and immediate support to customer any time on the channel of their choice
- Using positive language in order to handle customer frustration defeatism, need to stay positive
- Leading order fulfillment
- ensuring customer satisfaction
- Calling customer and make sure that the orders that they want are confirmed
- Performing compressive e-commerce services
- Providing product/services information and answering questions
- Expressing delivery and logistics services and quickly respond to changing customer demand preference
- leading Company in medicine distribution s and storage facilities

Position: Cashier at Migongo Migali micro-finance from December 2021 to September 2022

Duties performed

- Providing customer loan
- Conducting dairy, weekly and monthly reports
- Providing instruction on how to get a loan
- Providing preview information and important details to follow when customer need a loanMaintain employee records
- Receiving return daily return

Position: Loan Officer at Rilu Micro-finance limited Dar essalaam from A-gust 2020up to December 2021

Duties Performed:

- Overseas all Financial transactions including payment, collecting a monthly report
- Responsible for reviewing applications
- supervise loan personnel and advices borrower
- Monitoring progress of existing loan
- maintaining comprehensive knowledge of loan offering

- Maintaining and Updating account records
- Collecting daily Debts from Borrowers

Position: Human Resource intern at Iringa District from July 2019 to September 2019

Duties performed:

- Collects, analyses, tabulates and maintain personnel data and statistics
- Assist the administration of recruitment and staff allocations
- Providing permissions to employees
- To keep maintain and updating employee information on Human resource system
- Creating files for new employees
- Ensure that Machinery and others office equipment are well
- Working closely with various departments increasingly in consultancy, role assisting and implement policies and procedures
- Assist in identifying manpower needs and proper utilization of human Resources
- Ensure that all estate fixed and other properties properly insured
- Assist in office management personnel management and labor relation and staff welfare
- Performing any related duties may assigned by my supervisors

KNOWLEDGE AND SKILLS

- Communication skills.
- Leadership skills
- Team working
- Computer skills

COMPUTER LITERACY

- Computer Application (Microsoft Word, Excel, PowerPoint).
- Internet.
- E-mail.

LANGUAGE PROFICIENCY

- Kiswahili and English fluent in both writing and speaking

REFEREES

NAME: RIZIKI LYAUMI

TITLE: MANAGER

RILU MICRO-FINANCE LTD

PHONE:0712609344

EMAIL: rizionejonas@gmail.com

NAME: WILLIAM MWANDEMANGE

TITLE: HUMAN RESOURCES OFFICER

IRINGA DISCIRT COUNCIL

PHONE:0768800571

EMAIL:timothwilliam@gmail.com

NAME: BONIPHACE SABAS VISENT

TITLE: DEALER BRANDYOLK INTERPRISES

PHONE:0627364620

EMAIL: bonifaphaesabas@gmail.com

NAME: GEMINIUS MIOTO

TITLE: BUSSINESSS PATNER VODACOM

PHONE:0769297096

EMAIL:miotogerminus@gmail.com

Hereby certify to the best
of my knowledge and belief, this-document correctly describes my qualification and ability.

Best regards,
Catherine Robbin