

# CURRICULUM VITAE

## 1. PERSONAL DETAILS

**First Name:** Aziza  
**Middle Name:** Abdalla  
**Surname:** Said  
**Date of Birth:** 21<sup>st</sup> October 1996  
**Sex:** Female  
**Language:** English and Kiswahili  
**Nationality:** Tanzanian  
**Marital Status:** Single  
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## 2. EDUCATION BACKGROUND

S/N	Award	University	Year
1.	Bachelor of Arts in International Relations	Open University of Tanzania	2021

## 3. ABOUT 5 YEARS IN THE FOLLOWING SPECIALITIES

I have been working in different trade and economic activities in various ministries. I also dealt with Project management, projects analysis, Solving complains and dispute from investors, Land Access, Local Business Content and Entrepreneurship Development.

## 4. EMPLOYMENT RECORDS

## Trade Officer – After-Care Services

### Roles and Responsibilities as After-Care Officer

- (i) To supervise and coordinate work of junior staff;
- (ii) To liaise with other departmental officers and advise them on their work plans;
- (iii) To monitor trade flow and trends by assessing various international reports and databases;
- (iv) To perform any other relevant duties as may be assigned by Superior;

## 5. KEY COMPETENCES

- **Presentation Skills:** I have enough experience in preparation and making presentations to potential traders in different sectors.
- **Organizing Forums/Seminars:** I have been coordinating preparations of trade forums/seminars for potential entrepreneurship.
- **Ability to work under pressure:** Some of the activities I have been doing necessitated to work under pressure in order to meet deadline.
- **Team Leader:** I'm capable to lead others
- **Computer Literate:** Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), and Adobe Acrobat.
- Experience and interest in internal and external communications and partnership development.

## 6. REFEREES

- **Mr. Fortunatus E Mhambe**  
**Ag. Director of Trade Promotions**  
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P.O. BOX 5304, Dar Es salaam, Tanzania.  
Mobile: (+255) 784 829747
- **Mr. Gamal Mongi**  
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- **Dr. Sophia Mbura**  
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