

CURRICULUM VITAE

PERSONAL DETAILS

Name: Nyabburuma Kate Makilagi
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Gender: Female
Date of birth: 28th of April 1997

PERSONAL PROFILE

- Hardworking and strong desire to serve and contribute positively to the society.
- Capable of learning and adapting to the working environment and able to meet assignments and task on time.
- Ready to work in a team, sharing and learning new experience from other colleague in and outside work.

EDUCATIONAL BACKGROUND

2016 – 2019 University of Dar es Salaam
Bachelor of Arts in Economics and Statistics

2014 – 2016 Marian Girls' High School
Economics, Geography and Advanced Mathematics (EGM)
Advance Certificate of Secondary Education

2010 – 2013 Anderlek Ridges Secondary School
Ordinary Certificate of Secondary School Education

PRACTICAL FIELD TRAINING

2018 National Social Security Fund (NSSF)

Responsibilities

- Dispatching documents between departments
- Updating subsidiary ledgers
- Recording loans repayments by staff members and non-staff members.

2019 to date **Musoma Food Company Limited – Shinyanga**
Work - Assistant Operations Manager

Responsibilities

- Manage a team of 64 staff operations associates, assigning and regularly evaluating their performance in respect to responsibilities assigned in production, in-out stock, sales and marketing departments.
- Receive and approve weekly timesheets and prepare bi-monthly payrolls.
- Prepare and review with the operation manager on monthly reports so as to make plans and amend reports, to ensure its progress and business expansion.
- Ensure proper treatment is provided to the customers.
- Check and respond to all incoming emails of the company.

MEMBERSHIP

- Member of the Dar es salaam University Economics Association (DUEA)

SKILLS

Languages: Articulate in reading, speaking and writing in English and Swahili.

IT Skills: Micro computer application (M.s word, M.s excels)
Other software packages like statistical package STATA (On the basis of econometric and statistics Research)

Key skills: Good time management skills
Good communication and listening skills
Leadership and Teamwork
Ethical

REFEREE

Annuciatha Tegete
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