

## **CURRICULUM VITAE OF HUSNA ABDALLAH ATHUMAN:**

### **PERSONAL INFORMATION**

First name : Husna  
Sir name : Athuman  
Marital status : Single  
Date of birth : 07<sup>th</sup> April, 1996  
Place of birth : Mwanza

### **CONTACT INFORMATION**

ADDRESS : P.O.BOX.3026 DAR ES SALAAM  
MOBILE : 0687149805  
EMAIL : [husnaabdallah96@gmail.com](mailto:husnaabdallah96@gmail.com)

### **PERSONAL PROFILE**

Excellent Communication and Interpersonal skills, knowledge in data collection (both FGD and household), good team player, Knowledge in formulating better solutions to problems, flexible when it comes to work at any environment.

### **OBJECTIVES**

To utilize my competencies of Secretarial and other skills that offers my professional Carrier growth, being resourceful, Innovative, Trustworthy, Reliable and Flexible.

### **EDUCATIONAL BACK GROUND**

**Award** : Diploma in secretarial studies  
**Name of institutio** : Tanzania Public Service College  
**Duration** : 2016/2018

**Award** : Certificate in secretarial studies  
**Name of institution** : Tanzania Public Service College  
**Duration** : July 2014/June2015

### **ORDINARY LEVEL EDUCATION**

**Name of institution** : Ngokolo secondary school  
**Duration** : January2010 –November 2013  
**Award** : Certificate of secondary education

### **PRIMARY EDUCATION**

**School** : Bugoyi A Primary School  
**Duration** : January2003 – September 2009  
**Award** : Certificate of PrimaryEducationl

## WORK EXPERIENCE

DURATION	INSTITUTION	DUTIES PERFORMED
Field attachment  June 2015 to July 2015	Ministry of Finance and Planning, Treasury department	Attending visitors, Receiving and directing telephone calls, preparing meeting rooms, filing correspondences  And other secretarial duties.
Contract job  January 2016 to June 2016	World Vision Tanzania (Nsimbo, Igunga, Manonga, and Kahama development plans)	Collecting both qualitative and quantitative data through Focused Group Discussions, as well as household in different villages of Tabora region.
Field attachment  June 2017 to July 2018,	Dawasco (Tegeta Branch)	Receiving visitors and directing visitors, typing letters, preparing meeting rooms, filing documents, tidying manager's office, printing letters and other documents as I was assigned.

## **PROFESSIONAL ABILITIES POSSESSED AND SKILLS**

- Knowledge in different computer applications such as Microsoft office word, excel, publisher, powerpoint, as well as internet and e-mail.
- Being creative and innovative enables me to come out with solutions.
- Team working experience and able to work at any environment with minimal supervision.
- I am confident, hardworking and self motivated person, willing to learn from different environment.
- Strong communication skills.
- Computer literate.

## **INTEREST AND HOBIES**

- Exchanging ideas with different people
- Watching Movies
- Reading Books and News papers.
- Learning new things from internet

## **STRENGTH**

- I have an an ability to work any where as long as the place is a habitat, With or without supervision, generally working environment won't affect my performance.

## **WEAKNESS**

- I sometimes get annoyed easily but I never show it nor hold grudge but I learn instead, because until now I have learned to find a positive side of everything in life.

## REFEREES

### DEVOTHA S. MATINA

Ministry of currency

Accountant

P.O.BOX Mwenge KJ

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### Mr. HASHIM ATHUMAN

Sivil servant

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### Ms. ROSWITA INNOCENT

Resident Magistrates Court

Resident Magistrate

P.O.BOX 62

Kasulu-Kigoma

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Mobile- 0719101225

## DECLARATION

I, Husna A. Athuman, do hereby declare that whatever has been stated above is true to the best of my knowledge.

**NAME:** HUSNA A. ATHUMAN

**SIGNATURE:** H.Athuman