|  |
| --- |
|  |

***CURRICULUM VITAE***

***PERSONAL INFORMATION***

***SAMYA***

|  |
| --- |
| Nationality : TanzanianGender : Female Marital Status : SingleReligion : MuslimDate of Birth : 16/May/1993Visa status : Tourist visa Language : English Email Address : samya.353785@2freemail.com  **CAREER OBJECTIVES**To increase the amount of shareholders and value to the company and be able to achieve the goal intended by usingresources available, skills and the knowledge I possess. To find a challenging position to meet my competencies,Know New skills and experience.**PROFFESSIONAL EXPERIENCE** **OCT 2015- DEC 2015: APM TERMINALS TZ**POSITION : INTERN Assigned to :FINANCE DEPARTMENT/ OPERATIONS DEPARTMENT* Issuing of wages salary and cheques
* Preparation of petty cash book
* Bank reconciliation
* Preparation of end month finance report
* Filling system, Gate-in operations and Gate-out operations
* Recording of the in lets and out lets of vehicle

**JULY 2013- SEPT 2013 : THE PEOPLE’S BANK OF ZANZIBAR LIMITED**POSITION : INTERN ASSIGNED TO :* TREASURY DEPARTMENT
* BANKING DEPARTMENT
* SWIFT DEPARTMENT
* CUSTOMER SERVICE

**DEC 2011-JAN 2012 : ZANZIBAR SERENA INN**POSITION : KIDS CLUB COORDINATOR* Provide Swahili classes to foreigners in the hotel
* Entertain the children
* Provide swimming classes and plan for swimming galas
* Taking care of the young children when the parents were busy

**SKILLS** * Team work
* Computer
* Communication
* Leadership
* Interpersonal and intergroup

 **ACADEMIC QUALIFICATIONS****OCT 2013 - JULY 2016 : KAMPALA INTERNATIONAL UNIVERSITY**BACHELOR IN BUSINESS ADMINISTRATION IN FINANCE AND BANKING**OCT 2012- JULY 2013 : KAMPALA INTERNATIONAL UNIVERSITY**CERTIFICATE IN BUSINESS ADMINISTRATION (CBA) COURSE:* Communication skills
* Accounting
* Marketing
* Management
* Entrepreneurship and business planning
* Business mathematics
* Computer (ICT)
* Economics

**FEB 2008- NOV 2011 : STAR OF THE SEA HIGH SCHOOL**ATTAINED KENYA CERTIFICATE OF SECONDARY EDUCATION (KCSE)* Class prefect
* Chairlady of Kenya girl guide society, international climate change and red cross association
* An active member of junior achievement (business club)
* A member of music and poetry club and festival

**FEB 2000 - JUNE 2007 : MBHENI GIRLS PRIMARY SCHOOL**ATTAINED KENYA CERTIFICATE OF PRIMARY EDUCATION (KCPE)* An assistant head girl
* A member of music and poetry club, go green club and red cross association club

**INTERESTS AND ACTIVITIES** * Reading novels, travelling and exploring, Socializing Volunteering and Swimming.

**REFERENCE** **UPON REQUEST** |
|  |
|  |