**CURRICULUM VITAE (CV)**

**NAME**: SULEIMAN

[SULEIMAN.358769@2freemail.com](mailto:SULEIMAN.358769@2freemail.com)

**PERSONAL DETAILS**

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| --- | --- | --- | --- |
| Sex: Male | Birth date: 25/05/1988 | Marital status: Married |  |
| Nationality: Tanzanian | **Languages:** English and Kiswahili |  |  |

**EDUCATION BACKGROUND**

**2011 – 2013 Ordinary Diploma in IT with Accounting,**

*Zanzibar Institute of Finance Administration – Chwaka, Zanzibar.*

**2010 – 2011 Basic** **Certificate of Financial Administration,**

*Zanzibar Institute of Finance Administration – Chwaka ,Zanzibar.*

**2004 - 2008** **Certificate of Secondary Education,**

Zanzibar *Muslim Academy – Mazizini,Zanzibar.*

**1998 - 2004 Primary level,** *Mwanakwerekwe B Primary School,*

*Mwanakwerekwe Zanzibar.*

**OTHER CERTIFICATES**

* Halotel certificate of Appreciation
* Certificate of Microsoft Office
* Customer Care Skills
* Effective Planning & Budgeting Skills
* Skills for Project Fund Proposal

**CAREER STATEMENT**

***I am honest, obedient and task oriented able to motivate myself. I am enjoying collaborating with other people working towards share goal and learning from experiences.***

**RELEVENTS FIELD EXPERIENCE**

* 1. Field Practical Training as IT staff at Ministry of finance Zanzibar, October-December 2012.
  2. Field Practical Training as store management staff at The Zanzibar Residence, September-November 2013.

**RELEVENTS WORK EXPERIENCE**

* 1. I have been employee of the National identification Authority, I served as Data Entry from 17th February to 11th May,2014.Certificate (temporary contract)
  2. Since August 2015 working as asset management staff for six (6) months (deals with materials and goods of the telecommunication company and continue to work as Receivable Accountant staff and Human Resource staff smultaneously until now in Viettel Tanzania Limited (**HALOTEL ZANZIBAR BRANCH**).

**OTHER SKILLS**

**Business Application:** ERP system (Enterprises Resource Planning), BCCS System, Warehouse Management System, Post paid system and Quick Book Application.

**Computer :** Microsoft word

**:** Microsoft Excels

**:** Internet Uses

**Language :** Swahili Language and English language

**Other skill** **:** Communication skill

**:** Planning and writing Skill

**:** Listening Skill

**:** Interaction skill

**Personal interest** internet surf, news and reading books