

# CURRICULUM VITAE.

## Personal Details.

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First Name	VolKa
Middle Name	Remigius
Last Name	Mdindile
Date of Birth	28 <sup>th</sup> July 1995
Place of Birth	Njombe
Nationality	Tanzania
Marital Status	Single
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## CAREER GOALS

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My short-term goal is to get a job in reputed organization/Institution where I can utilize my skills and improve my career path. My long-term goals is to be in a respectable position in that organization based at any duty station and charged with various responsibilities relating to qualifications and experience as will designated by the organization/Institution.

## EDUCATION BACKGROUND.

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Year	Institute	Award
2015 - 2018	Institute of Finance Management (IFM)	Bachelor of Insurance and Risk Management (BIRM)
2013 - 2015	Ngudu high School	Certificate of Advance Secondary School
2009 - 2012	Uwemba Secondary School	Certificate of Secondary Education
2002 - 2008	Igoma Primary School	Certificate of Primary School

## WORK EXPERIENCE

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Duration/Period	Organization/Company	Department and Duties/Responsibilities
July to Dec. 2016	NSSF	<b>Operations: -</b> <ul style="list-style-type: none"><li>❖ Processing or Claims for Pensions to all clients</li><li>❖ Fill customer suspense accounts and travel to villagers concerning the NSSF fund</li></ul> <b>Recording managements: -</b> <ul style="list-style-type: none"><li>❖ Arrange files such as employers file and other customer files Manual checking</li></ul>

July to Nov. 2017	Milembe Insurance Company Ltd	<b>Registration: -</b> <ul style="list-style-type: none"> <li>❖ Enrolling new member to the fund</li> <li>❖ Printing new membership cards.</li> </ul> <b>Account Department:-</b> <ul style="list-style-type: none"> <li>❖ Bank reconciliation</li> <li>❖ Payment voucher preparation</li> <li>❖ Completed month – end and year end closings, kept records audit ready and monitored timely recording of accounting transaction.</li> <li>❖ Maintained current and accurate cash balances for all programs, department and projects.</li> </ul>
Aug 2018 – Febr. 2019	Disney Company, Ltd	<b>Store keeper: -</b> <ul style="list-style-type: none"> <li>❖ Planned stock quantities according to marketplace demand and sales forecast</li> <li>❖ Employed FIFO protocols to reduce waste by number %.</li> <li>❖ Tracked inventory, conducted cycle counts and audits and resolved issues to maintain accurate records.</li> </ul>
July, 2018 – to current	Financial Market	<b>Financial analyst, investor and trader:-</b> <ul style="list-style-type: none"> <li>❖ Analyzing financial data to identify financial trends, patterns and strategy and complied information into reports.</li> </ul>

## SKILLS

- ❖ **Organizational skills such;** -Microsoft Access and Dynamic, Google Drive, Conference calling software and Evernote
- ❖ **Marketing Skills:** - Content development, Social Marketing and digital advertising.
- ❖ Investment guidance
- ❖ Risk analysis
- ❖ Cost and budgeting analysis
- ❖ Client relationship management.

## Referees.

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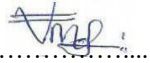
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2. George Fidolin Mkolongo  
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3. Tajidin T. Mkuki  
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Assistant Underwriter  
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Phone +**255 762480778**

## Certification.

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I, undersigned hereby certify that to the best of my knowledge and belief, this profile is true and correctly describes qualifications, my experiences and myself.

Signature



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**VOLKA MDINDILE**