

CURRICULUM VITAE

PERSONAL DETAILS

Name: Dianarose Kessy Paulo
Age: 24
Nationality: Tanzanian
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Marital Status: Single
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PROFESSIONAL SUMMARY

Finance graduate with experience in banking, sales, data entry, research writing, and report writing. Skilled in problem-solving, teamwork, and communication. Eager to learn and grow .

EDUCATION BACKGROUND

Organization	Year	Certificates
The University of Dodoma	2021-2024	Bachelor of Commerce in Finance
Benjamin .W. Mkapa High school	2019 -2021	Advanced Level Education
Tungi Secondary School	2015- 2018	Ordinary level Education

PROFESSIONAL EXPERIENCE

Field Trainee

CRDB Bank Plc – Dar es Salaam, Kibada Branch.

July 2023 – December 2023

Key roles:

- Assisting and handling customer's inquiries.
- Sales and Marketing of the bank products.
- Checking and inspecting vouchers and receipts of payment.
- Conducted data entry and verification related to customer accounts.
- Quality assurance to check that the branch's internal organization complies with outlined central bank standards and guidelines.
- Preparation of report.
- Loan analysis, Customer Site Visiting and following up on unregistered loan security documents.

Achievements:

- Solving Customer queries on time.
- I successfully Reduced the overload of work in the department by Offering bank products to new customers

COURSE AND CERTIFICATE

Software Development Scholarship

Power Learn Project Africa Academy - Online

17th February 2025 – Present

Objectives:

- To acquire fundamental skills in essential tools and real-world coding practices.
- To develop project management expertise to organize, plan, and manage coding projects effectively.
- To establish a strong technical foundation by structuring projects efficiently and ensuring task completion.

Certificate of participation in AI and Computer Basics Online Boot camp

Becky Tech Labs - Online

17th December 2024 – 21st December 2024

Objectives:

- To acquire basic computer skills, web development skills, and foundational knowledge of artificial intelligence.
- To develop problem-solving abilities using technology.
- To enhance digital literacy and technical proficiency for real-world applications.

SOCIAL ACTIVITIES

Outreach volunteer and Team leader

TechFoward Tanzania – Kigamboni, Dar es Salaam.

October 2024 – January 2025

Key roles:

- Building strong relationships with stakeholders, including schools and NGOs, to expand outreach initiatives.
- Participating in awareness campaigns, ensuring consistent messaging and impact measurement.
- Prepare reports and provide feedback to the supervisor about the project's progress.

Achievements:

- I successfully engaged with youth and other age groups to emphasize using the MyWangu digital platform to access all health information.
- Successfully Coordinated team activities, preparing reports to ensure effective communication, tasks, and achievement of goals under tight deadlines.
- emotional support and encouragement.

SKILLS AND COMPETENCES

- Customer relationship management
- Integrity and Professionalism
- Creativity and Innovation
- Analytical and Problem-Solving
- Financial report and Loan analysis
- Report Preparation
- Attention to Detail and Accuracy
- Leadership and Teamwork
- Administrative and Organizational Skills
- Risk Management
- Numerical Proficiency and Data Entry

- Adaptability and Resilience
- Computer literacy
- Time Management
- Eager to learn and Continuous Improvement
- Proficiency in Microsoft Office (Word, Excel (beginner), and, Outlook,)

REFEREES

1. Mr. Godwin Matei, Relationship Manager -Institutional Banking CRDB Bank Plc Headquarter, Dar es Salaam. Contact: +255 756 766 400 Email: godwin.matei@crdbbank.co.tz
2. Mr. Wilfred Paulo, Tutorial Assistant, University of Dar es Salaam. Contact: +255 656 034 236. Email: wilfredyk14@gmail.com
3. Dr. Obed. A. Hungu, Lecture and Department Coordinator of Research and Consultancy, College of Business and Economics, The University of Dodoma. Contact: +255 713 478 402. Email: obedael@gmail.com