**PERSONAL INFORMATION**

**Names:** EDNA ESTOMIHI

**Surname:** NGOWI

**Date of birth:** 30/06/1978

**Gender:** FEMALE

**Marital status:** MARRIED

**Nationality:**  TANZANIAN

**Permanent address:** P.O.BOX 777 - MWANZA

**Mobile:** 0756545474 / 0714714718

**Email:** ngowi\_edna@yahoo.co.uk

**RESUME SUMMARY**

A self-motivated, hard worker, competent, adaptable and recent graduate with good communication skills who enjoys meeting challenges and seeing them through. A problem-solver with the ability to adapt well to new situations and able to work independently under any environment, team oriented with interpersonal skills.

My aim is to work for a reputable and fast growing, international or local organizations in order to take maximum advantage of my educational background and to develop a high level of professional and accounting skills.

**CAREER OBJECTIVE**

Working in association with professional and unprofessional groups for reaching potentials, career advancement and professional growth as to provide both challenge and opportunities for further growth.

Also, to work in stimulating surroundings where I can apply knowledge to serve the organization management.

**EDUCATION BACKGROUND**

|  |  |  |
| --- | --- | --- |
| **DURATION** | **INSTITUTION** | **AWARD** |
| 2013/2017 | The Open University of Tanzania | BBA in Finance |
| 2010/2012 | College of Business Education | Diploma in Business Admin |
| 2007/2008 | The Open University of Tanzania | Certificate in Foundation Course |
| 2000 | Splendid Secretarial College (DSM) | Secretarial Course (Stage I & II) |
| 1994 – 1997 | Kigoma Secondary School | Ordinary Certificate of Secondary School |
| 1987 – 1993 | Kigoma Primary School | Certificate of primary school |

**OTHER TRAINING AND SKILLS**

Certificate in computer application programs from different Institutions

Programs covered - Introduction to Computer

* MS Word
* MS Excel
* MS Publisher
* Power Point
* Internet & Emails

**WORKING EXPERIENCE**

**Ten years (10 years) working experience**

***Position:*** Postal Clerk (Dec. 2007 up to 2016)

***Place:*** Tanzania Posts Corporation

*Main Responsibilities:*

* Sell and advertise postal products and services within the postal outlet
* Sort the mail for general delivery boxes as per Tanzania Post guidelines
* Distribute the mail to general delivery customers
* Receive, register, cancel, sort and dispatch all types of mail to other centers as per

Tanzania Post guidelines

* Prepare and forward all daily and monthly reports required by Tanzania Post
* Report on damaged mail items found loose in the mail
* Keep the Post Office presentable at all times
* Track down registered mail
* Safeguard an account for postal products and services

**2016 up to 2020:**

***Position:*** Acting Senior System Analyst

***Place:*** Tanzania Post Corporation - Mwanza

*Main Responsibilities*:

* To enhance direct ICT communication between Head Quarter, Mwanza HPO and Branches.
* To resolve all inquiries or technical problems concerning the ICT that may arise time to time e.g. Network problem, troubleshooting etc.
* To undertake service to computers after every 3 to 6 months for Mwanza HPO and Branches.
* To ensure that all staff use emails as a means of easy and fast internal communication.
* To make sure that billing customer’s information are properly kept and handled in Netsmart (Postal Global).
* To make sure that all transactions are posted in Netsmart by all staff.

**Aug. 2017 to date:**

*Other responsibilities:*

* To prepare weekly debtors report on every Monday and submit to HQ.
* To prepare monthly debtors report on every 31st of each month and submit to HQ.
* To prepare Regional Cash Account i.e. TPC and TPB (TPB Popote, PSA/PAA and Western Union) for every 15th and 31st of each month and submit to HQ.
* To prepare Regional monthly Sage Template and submit to HQ

**LANGUAGE SKILLS**

English - Fluent (writing and speaking).

Kiswahili - Fluent (writing and speaking).

**DISTICTIONS**

* Ability to work under pressure as well as minimum supervision or no supervision.
* Ability to work independently or as part of a team and leadership potential.
* Ability to rapidly master new concepts within or outside my regulations with no or minimal supervision.
* Ability to work for time to meet the deadline.
* Ability to work in multi-disciplinary and multicultural environment.

**REFEREES:**

1. Judith Kahensa,

Regional Manager,

P. O. Box 777,

Tanzania Posts Corporation,

MWANZA.

*Mobile No.* 0766 121609 / 0684 887886

*Email:* Judith.kahensa@posta.co.tz

1. Ancyfrida Prosper,

Campus Director,

The Open University of Tanzania,

P. O. Box 2495,

MWANZA.

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1. Mr. Jonatas Zimpungulu,

Senior Human Resources,

Tanzania Airport Authority,

Dar Es Salaam.

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**DECLARATION:**

I declare that the information given above is true to the best of my knowledge.

Edna E. Ngowi,

Nov. 25th 2020