Bahati Abel Kaaya

C/o Mwajuma Banda

P.O. Box 3140

SUA

Morogoro

0655127812/0685390066

# RE: APPLICATION FOR THE INTERNSHIP

Please refer to the heading above.

As a graduate student in Information technology at Institute of finance management (IFM), I am seeking for an internship through this letter and i hope that you will consider my application.

I would like to be a part of the organisation by entering the internship program. My details and documents are enclosed with the letter. I am a very quick learner and am even quicker in evolving and adapting to the situation. I have been able to build amazing analytical and interpersonal skills all of which I believe will be extremely useful for me in my line of work. I am updated with all the technological progress in the sector.

I am prepared to make this the best internship experience of my career by learning as much as I can.

Thank you for your consideration. I look forward to hearing from you.

Sincerely,

…………………..

Bahati Abel Kaaya

**CURRICULUM VITAE**

**PERSONAL INFORMATION**

Name: Bahati Abel Kaaya

Place of birth: Morogoro

Date of Birth: 14/07/1993

Marital status: Single

Gender: Female

Address: P. O. Box 3007, Sua Morogoro

Mobile: 0655 127812/ 0685390066

Email: [brancyk501@yahoo.com](mailto:brancyk501@yahoo.com)

**PROFILE**

Self-motivated, hardworking and committed to results, with excellent interpersonal communication skills. I enjoy meeting challenges and seeing them through. A problem-solver with the ability to adapt well to new situations and able to work independently under challenging environment, team oriented with sound planning and organizational skills. Good working ethics, motivated, passionate and determined.

**EDUCATION BACKGROUND**

|  |  |  |
| --- | --- | --- |
| **Year** | **Name of awarding institute** | **Award** |
| 2014-present | Institute Of Finance Management | Bachelor in Information Technology |
| 2011-2013 | Tanzania Public Service College | Diploma in Information Technology |
| 2010-2011 | Tanzania Public Service College | Basic Certificate in Information Technology |
| 2006-2009 | Ko’siryam secondary school | Certificate of Secondary Education Examination (CSEE) |

**SHORT COURSE**

|  |  |  |
| --- | --- | --- |
| **Year** | **Name of awarding institute** | **Award** |
| Nov 2013- Feb 2014 | Techno Brain | Graphic design |

**WORK EXPERIENCE**

|  |  |  |
| --- | --- | --- |
| **Year** | **Institution** | **Designation** |
|  |  |  |
| 2016 | Field practical at National Audit | IT technician |
| 2012 | Field practical at Tanzania Revenue Authority | IT technician |
| 2011 | Field practical at Sokoine University of Agriculture, Computer center | IT technician |

**LANGUAGES**

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Read** | **Write** | **Understand** |
| English | Good | Good | Good |
| Swahili | Very good | Very good | Very good |

**SKILLS**

Software: Microsoft office, adobe Photoshop, adobe InDesign, adobe illustrator, adobe premiere

**INTEREST AND HOBBIES**

Watching movies, listen to music, swimming, playing games.

**REFEREES**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Designation | Address | Contact |
| Florentina Mkunde | Community development officer | P. O. Box 23  Liwale  Tanzania | Tel: 0716 458989  E-mail: [mkundecollins@gmail.com](mailto:mkundecollins@gmail.com) |
| Benedict John Malago | Teacher | P. O. Box 67352  Dar es salaam  Tanzania | Tel: 0717 457780  E-mail: [benedictormalago@yahoo.com](mailto:benedictormalago@yahoo.com) |