

BELINDA BLASSIO,  
P.O. BOX 705,  
BAR - ES - SALAAM.

EXECUTIVE, DIRECTOR,  
ZANZIBAR NATIONAL ASSOCIATION  
OF THE BLIND (ZANAB),  
P.O. BOX 3441,  
ZANZIBAR.

RE: APPLICATION FOR FINANCIAL AND ADMINISTRATION  
ASSISTANT.

Dear Sir / Madam

I am writing to express my interest in the position of financial and administration assistant, I am confident that my background in banking and finance and experience in financial industry will make me a suitable candidate for this role.

I hold higher diploma in banking and finance from institute of finance management and I have gained practical experience in administration, sales and marketing, agency banking and accounts. I have strong skills in team work, microsoft excel, budgeting, cash flow management, risk management, problem solving skills and good communication.

Joining your team will allow me to contribute to company's productivity, growing professionally through new experience and challenges, I have attached my detailed CV analyzing my personal information, education background and skills, working experience and available referees.

Thank you for considering my application, I look forward to the opportunity to discuss how I can contribute to your organization.

Yours sincerely

Belinda Blassio



# CURRICULUM VITAE

## Miss Belinda Mabuli

Dar-es- Salaam, Tanzania

Mob: 0654490146

0685754093

E-mail: [bblasio1996@gmail.com](mailto:bblasio1996@gmail.com)

### Other Personal Information

Sex : Female

Date of Birth : 20<sup>th</sup> June 1996

Nationality : Tanzanian

Marital Status : Single

Language : English and Swahili (Speak, Read & Write).

Phone number 0654490146

E-mail : [bblasio1996@gmail.com](mailto:bblasio1996@gmail.com)

YEAR	AWARD/ INSTITUTION
2024	Diploma in banking and finance, Institute of finance management
2019	Certificate in computer, University of Dar es salaam
2013-2015	Advance certificate in secondary education, Mwanga High school
2009-2012	Ordinary certificate in secondary education, Green bird girls High school

### Basic Skills

- Computer literacy

## EXPERIENCE

- ❖ Field training at Tanesco Head Office in accounting and finance department (2015 JULY-OCTOBER)

### **Duties performed**

- Implementation of accounting and accounting control procedures.
- Compile and analyze financial information to prepare entries to accounts.
- Analyzing revenue and expenditures and ensure expenditure control.
- Preparation of payroll, journal voucher and deductions.
- Bank reconciliations.
- Maintenance of Pending Vouchers
- Weekly payment report writing.
- Preparation of financial statements.

- ❖ Loan officer and Cashier at HERITAGE MICROFINANCE LIMITED (2020-2021)

### **Duties performed**

- Introducing the product to customer.
- Bank reconciliation.
- Marketing of the product to different customers
- Preparing daily and monthly report basing on the collection of loan
- Disburse loan to the approved customers
- Issuing receipts from the EFD machine
- Preparing petty cash report
- Entering customer information in the system.

### Cashier at Princess Leisure (2021-2024)

- Preparing financial statements
- Issuing receipts from the EFD machine
- Performing mobile money transactions and ebanking

Agency banking representative at Tanzania empowerment forum (2024-up to date)

- Recruits new agents
- Distribution of branding materials
- Agents training
- Daily follow up on agents to solve different challenges

**Hobbies** : Travelling, Music, Exploring

**Referees.**

BRIGHTON BLASSIO MABULI  
PROJECT MANAGER,  
TANZANIA EMPOWERMENT  
FORUM,  
Dar es salaam.  
Mobile: 0759223416  
Email: [bblasio39@gmail.com](mailto:bblasio39@gmail.com)

REDIO SELELI,  
LOAN OFFICER,  
HERITAGE MICROFINANCE  
LIMITED,  
DAR ES SALAAM  
Mobile 0788960047  
Email: [redioshoholo86@gmail.com](mailto:redioshoholo86@gmail.com)

SYLVIA RUGALELA,  
BANK OFFICER,  
NATIONAL MICROFINANCE  
BANK,  
DAR ES SALAAM,  
Mobile 0713716686  
Email; [sylviarugalela@nmb.co.tz](mailto:sylviarugalela@nmb.co.tz)



No. of entry	11208/96	No. of entry	01
Where born	MUHMIBILI MEDICAL CENTRE DAR ES SALAAM	Date of birth	02
Name if any	BELINDA	Date of registration	03
Sex	FEMALE	Signature, description and residence of informant	11
Name and surname of father	BIASSIO ANDREW MABULI	Mother's occupation and residence	09
Father's occupation and residence	BUSINESSMAN UPANGA DAR ES SALAAM	Mother's nationality	10
Father's nationality	CITIZEN OF TANZANIA	Signature, description and residence of informant	11
Name and residence of mother	ANNA D/O JOHN KINGAZI	Date of birth	02
Mother's occupation and residence	HOUSEWIFE UPANGA DAR ES SALAAM	Date of registration	03
Mother's nationality	CITIZEN OF TANZANIA	Signature of registering officer	14
Additional notes if added or altered after maturation of birth		Signature of registering officer	14

Certified under the Births and Deaths Registration Ordinance (Cap. 108 of the Laws), to be a true Copy of an entry in the register in my custody of Birth for the District of **ILALA** Dated this **7th** day of **JANUARY** **1997**

Fee Paid Shs. 250/-

Certified as True Copy of the Original  
Christina Mkundi  
Advocate, Notary Public & Commissioner  
for Oaths



Sign:

Date: 8/1/2025

Asst.

Registrar-General of Births and Deaths



THE  
INSTITUTE OF FINANCE MANAGEMENT  
DAR ES SALAAM, TANZANIA

REG. No.: IMC/BBF/15/67527



HIGHER DIPLOMA

*This is to certify that*

**Belinda Blassio Andrew**

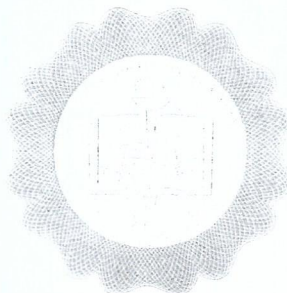
*Having successfully completed the examinations  
and satisfied all other requirements of the Institute's  
Governing Council, is hereby awarded*

*Higher Diploma in  
Banking and Finance*

**Pass**

*Classification*

CHAIRPERSON OF  
THE COUNCIL



RECTOR



DATE: 30th November 2024

No.: 032046



# The Institute of Finance Management

## Chuo cha Usimamizi wa Fedha

P.O.BOX 3918, Dar es Salaam, Tanzania  
Tel: 2112931/4; 02114817, Fax: 2112935  
E-mail: rector@ifm.ac.tz

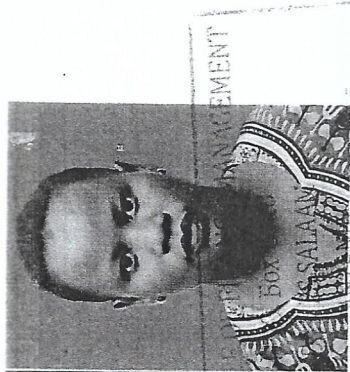
### ACADEMIC TRANSCRIPT

Student Name: BELINDA BLASSIO ANDREW  
Course Title: HIGHER DIPLOMA OF BANKING AND FINANCE  
(Accredited by the National Council for Technical Education)

Date of Birth: 1998-06-20  
Gender: FEMALE

Registration Number: IMC/BBF/15/67527  
Nationality: TANZANIAN

Year Admitted: OCTOBER, 2015  
Year Completed: NOVEMBER, 2024  
Financial Sponsor: PRIVATE



#### Year1: Semester I

CODE	COURSE	GRADE	POINTS
AFU07101	PRINCIPLES OF ACCOUNTING	C	2
ECU07101	MICROECONOMICS	C	2
GSU07101	COMMUNICATION SKILLS	B	3
GSU07102	DEVELOPMENT STUDIES	B+	4
GSU07103	BUSINESS LAW	B	3
MTU07101	BUSINESS MATHEMATICS	C	2

#### Year1: Semester II

CODE	COURSE	GRADE	POINTS	ANNUAL GPA
AFU07202	INTRODUCTION TO FINANCIAL ACCOUNTING	C	2	2.3
BFU07201	PRINCIPLES OF BANKING AND FINANCE	C	2	
ECU07202	MACRO ECONOMICS	C	2	
ITU07205	INTRODUCTION TO COMPUTERS	C	2	
MSU07201	PRINCIPLES OF MANAGEMENT	C	2	
MTU07203	BUSINESS STATISTICS 1	C	2	

#### Year2: Semester I

CODE	COURSE	GRADE	POINTS
AFU07303	CORPORATE FINANCE	C	2
BFU07303	BANKING OPERATION	C	2
BFU07304	INTERNATIONAL TRADE FINANCE	C	2
BFU07305	MARKETING OF FINANCIAL SERVICES	B+	4
BFU07306	ISLAMIC BANKING	C	2
BFU07409	FIELD WORK	A	5
GSU07301	LAW RELATED TO BANKING	C	2

#### Year2: Semester II

CODE	COURSE	GRADE	POINTS	ANNUAL GPA
AFU07409	INVESTMENT ANALYSIS AND CAPITAL MARKET	C	2	2.7
AFU07411	LEASE FINANCING	C	2	
BFU07406	CREDIT AND LENDING DECISIONS	B+	4	
BFU07407	INTERNATIONAL BANKING AND FINANCE	C	2	
BFU07408	BANK MANAGEMENT	B	3	
MSU07401	RESEARCH METHODOLOGY	B	3	

#### OVERALL PERFORMANCE

CUMMULATIVE G.P.A: 2.5

CLASSIFICATION: PASS

NOTE: The G.P.A is based on a 5.0 grading system



CERTIFIED AS A TRUE COPY  
OF THE ORIGINAL

The Institute of Finance Management

Signature: *[Signature]*

Date: 16/01/2025





UNIVERSITY OF DAR ES SALAAM

**BICO**

No. 11498

**Bureau for Industrial Cooperation**  
**Professional Development Programme**

*This is to certify that*

**BELINDA BLASSIO ANDREW**

*has attended the course titled*  
*Introduction to Computers, the Internet,*  
*Advanced Microsoft Word,*  
*Microsoft Excel and Microsoft Access*

held from January 21, 2019 until March 29, 2019

*and is hereby awarded this*

**Certificate**

SIGNED:

Dr. M. J. Manyahi

Manager, BICO



Prof. B. M. M. Mwingiwiwa  
Principal, College of  
Engineering and Technology



# The National Examinations Council of Tanzania



## Advanced Certificate of Secondary Education

This is to certify that **BELINDA BLASSIO ANDREW**

Index No. **S4797-0501**

sat for the Advanced Certificate of Secondary Education Examination

at **FARAJA SIHA SEMINARY**

in **MAY** **2015** and qualified for the award of this

**CERTIFICATE** at **CREDIT** level

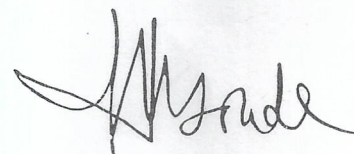
after attaining the following performance:-

Subject	Grade
GENERAL STUDIES	D (PASS)
HISTORY	B (PASS)
GEOGRAPHY	B (PASS)
DIVINITY	D (PASS)
BASIC APPLIED MATHEMATICS	E (UNSATISFACTORY)
ECONOMICS	C (PASS)
*****	





Chairperson



Executive Secretary

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# The National Examinations Council of Tanzania



## Certificate of Secondary Education

This is to certify that **BELINDA BLASSIO ANDREW**

Index No. **s0253-0009**

sat for the Certificate of Secondary Education Examination

at **GREEN BIRD GIRLS' SECONDARY SCHOOL**

in **OCTOBER 2012**

and qualified for the award of a

**CERTIFICATE OF SECONDARY EDUCATION**

in Division **THREE**

after attaining the following performance:-

Subject	Grade
CIVICS	C (PASS)
HISTORY	D (PASS)
GEOGRAPHY	D (PASS)
KISWAHILI	D (PASS)
ENGLISH LANGUAGE	C (PASS)
BIOLOGY	C (PASS)
BASIC MATHEMATICS	D (PASS)

\*\*\*\*\*



*[Signature]*

Chairperson

*[Signature]*

Executive Secretary

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