

CURRICULUM VITAE



PERSONAL DETAILS:

NAMES : CATHERINE GODFREY KAISI
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EDUCATIONBACKGROUND:

| YEAR | UNIVERSITY/SCHOOL | AWARD |
|------------|---|---|
| 2017-2019 | Mzumbe University | Master of Business Administration in Corporate Management |
| 2013- 2016 | Tanzania Institute of Accountancy | Bachelor's degree in accountancy |
| | Lugazi Mixed School Naalya Kampala ,Uganda | Uganda Advanced Certificate of Education[UACE] |
| 2007-2010 | St. Francis Girls Secondary School Mbeya ,Tanzania | Certificate of Secondary Education Examination[CSEE] |

WORK EXPERIENCES

Jan2023-Jan 2024 : Ataande & Advisors Inc. (Company)

Position : Remote Document Coder

Responsibilities

- ❖ Review and code documents for litigation for relevance confidentiality and privilege
- ❖ Reviewing documents in electronically in complex litigation matters using various review platforms and include E Discovery platform preferred Relativity, Amazon Work Space, Disco and enter time sheet through Toggle Track.
- ❖ Assist with quality control preparation of privilege and redaction logs

Aug 2021-Nov 2022 : Wasoko Limited
Position : Marketing Associate

Responsibilities

- ❖ Assisted the marketing team to manage administrative tasks
- ❖ Assisted in conducting marketing research
- ❖ Assisted in analyzing consumer behavior

January - June (2021): Neema International (NGO)
Position : Voluntary Associated Board Member

Responsibilities

- ❖ Building the foundation of the organization in education sector, Tanzania
- ❖ Prepare fundraising events and encourage donors to donate through Mightycause
- ❖ Report writing for Project implemented by the Organization

January –December 2020: Pipeliner CRM

Position: Sales Freelance

Responsibilities

- ❖ Working with sales team online learning training covering both Pipeliner the product and how to sell computer software.
- ❖ Consult with clients to close sales, identify decision makers and facilitating paths to communication conducive to minimizing negotiation time.
- ❖ Set goals under supervision of top performance and sales coaches, constant refining technique and meeting or exceeding performance objectives

February 2018 – October 2019 : Savannah Estates Limited
Position: : Assistant Accountant

Responsibilities

- ❖ Perform posting invoices, payment vouchers and journal vouchers by tally.
- ❖ Prepare vat return for the company and bank reconciliation by tally.
- ❖ Maintain EFDs Receipt by issuing the receipts to customers.
- ❖ Preparation of contracts and Tanzania Tax Authority tax clearance

January 2017- December 2

017 : Shariki Limited

Position : Customer Care Services

Responsibilities

- ❖ Answering customer enquiries and sending feedback relating to the villas they booked.
- ❖ Preparation of agendas such as meeting, promotion and advertising the villas through social media
- ❖ Managing reservation for customers and provide information about rooms, and rate.

WORKSHOPS, SHORT COURSES

- ❖ Microsoft Dynamics 365 Marketing Virtual Training session through Microsoft Teams co- organized by Microsoft South Africa
- ❖ Sales entrepreneur Program Training co-organized by Pipeliner CRM and awarded a certificate
- ❖ Open-Source Leadership online training co-organized by Commonwealth100 and awarded a leadership badge
- ❖ Ambassador Program Training Certificate co-organized by World Literacy Foundation
- ❖ Gender Equality and Women's Empowerment: A pathway to Sustainable Development co –organized by the Asia-Pacific Centre of Education for International Understanding and Ban Ki –moon Centre for Global Citizens and awarded a certificate
- ❖ United Nation Climate Change: E- Learn course Specialized Module on Human Health and Climate Change and awarded a certificate
- ❖ Understanding the Rights of Women and Girls co-organized by Young African Leaders Initiative and awarded a certificate
- ❖ Responsible Leadership on Transparency and Good Governance co-organized by Young African Leaders Initiative and awarded a certificate
- ❖ United Nation Climate Change: E- Learn course Climate Change from Learning to Action and awarded a certificate.
- ❖ Introduction to Human rights co-organized by Amnesty International and awarded a certificate
- ❖ Becoming Global Citizens for a Sustainable Society co-organized by the Asia Pacific Centre of Education for International Understanding and Ban Ki-moon Centre for Global Citizens and awarded a certificate.

CORE SKILLS:

- ❖ Microsoft Dynamics 365 Marketing
- ❖ Research & Data Analysis
- ❖ Sales & Entrepreneurship
- ❖ Tally for Accounting
- ❖ Computer & Coding
- ❖ Leadership & Communication

REFERENCES:

1. George Lazaro (HR Manager)

Ataande & Advisors Inc. (Company)

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2. MIKI MICHAEL (HR Manager)

WASOKO LIMITED

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3. CLARA JORDAN (SALES OFFICER)

SAVANNAH ESTATES LIMITED

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