
CURRICULUM VITAE

P.O BOX 11092, Dar-Es-Salaam, Tanzania, East Africa.

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eddypeterchelechele@gmail.com.

[Bachelor Degree in Insurance and Risk Management](#)
[\(IFM\) Institute Of Finance Management.](#)

BIODATA

Names: EDDY PETER CHELECHELE.
Date Of Birth: 13th/Feb/2001.
Sex: Male.
Marital Status: Single.
Religion Affiliation: Anglican Church.
Nationality: Tanzanian.
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CAREER OBJECTIVE:

To carry out all tasks assigned to me under minimum supervision and maximum efficiency. To obtain a position where I can best utilize my knowledge and skills, working in an organization offering challenging environment, thereby, continuously contributing to the objectives of the organization thus enhancing my career growth.

PROFILE.

Goal directed and oriented professional with a strong Skill communicator persuasive and adaptable, a self-motivated with energy, initiative and focus, and a team player with high level of integrity.

GOALS.

To ensure high professional standards at the work place with mutual corporation and team work.

EDUCATIONAL BACKGROUND:

YEAR	SCHOOL / INSTITUTIONS	AWARD 2011-2013
2022-2024	Institute of finance management (IFM)	Degree in Insurance and risk management
2019-2021	Elpass high school	Advanced certificate Secondary School (ACSC)
2015-2018	Makongo Secondary school	Certificate of Education secondary (CES)
2008-2014	Kassa charity Primary School	Primary Leaving certificate (PLE)

WORKING/TRAINING EXPERIENCE:

- 1. National Service Training-Jeshi La Kujenga Taifa (Jkt) Duration: July 2021-December 2021 Jkt, Tanzania (Kikosi 834kj) Makutopora (Dodoma)-Tanzania.**

Designation: military training participant-national service (JKT), Tanzania

OVERVIEW successfully completed Tanzania's compulsory National Service (Operesheni Samia Suluhu Hassan), a program designed to instill patriotism, discipline, and self-reliance. The experience provided a strong foundation in teamwork, resilience, and responsibility.

Main Duties/Responsibilities:

- **MILITARY DISCIPLINE & LEADERSHIP.**

Demonstrated strong leadership and discipline by upholding military standards, enforcing operation procedures, and ensuring team accountability and mission readiness

- **TEAMWORK & COLLABORATION.**

Worked closely with cross-functional military units to archive strategic objectives through effective communication, coordination, and mutual support under demanding condition

- **COMMUNITY & DEVELOPMENT.**

Contributed to national development initiatives, including community outreach, disasters response, infrastructures support, and public awareness program.

- **CIVIC & ETHICAL TRAINING.**

Participated in continuous civic and ethical training focused on patriotism, integrity, respect, and service excellence, promoting professionalism and ethical decision-making.

KEY ACHIEVEMENT:

Recognized with Grade "B" in both Work Performance (Uhodari WA Kazi) and Conduct (Tabia), reflecting reliability, dedication, and high ethical standards.

WORKING/TRAINING EXPERIENCE:

2. Field Practical Training (Intern)-Claims, Underwriting And Finance Department At Mayfair Insurance Company 04th Aug 2022- 28th AND Sept 2022 And 10 _20 July 2023

Designation: “Practical Trainee, Specializing In Claims, Underwriting and Finance”

Overview: Completed intensive field training across three core departments within a reputable general insurance company. Gained hands-on experience in insurance operations, client servicing, and financial procedures.

Main Duties/Responsibilities:

1. CLAIMS DEPARTMENT – CLAIMS PROCESSING AND INVESTIGATION

- Assisted in the assessment of insurance claims, ensuring policy compliance and identifying potentially fraudulent submissions.
- Participated in on-site damage assessments and collaborated with adjusters in verifying the extent of losses.
- Supported clients in understanding the claims process and guided them through documentation and filing requirements.

2. UNDERWRITING DEPARTMENT – RISK ASSESSMENT AND POLICY STRUCTURING

- Supported underwriters in evaluating insurance applications, analyzing risk factors, and making coverage recommendations.
- Contributed to premium calculations and pricing strategies using actuarial principles.
- Assisted in drafting policy documents, ensuring accuracy and legal compliance.

3. FINANCE DEPARTMENT – FINANCIAL OPERATIONS AND REPORTING

- Participated in the reconciliation of premiums received against issued policies, maintaining accounting accuracy.
- Supported the claims disbursement process, including verification of approved claims and processing of payments.
- Entered daily transactions into the system and assisted with the preparation of financial reports Offer secretarial services using the hardware and software available.

KEY ACHIEVEMENTS AT MAYFAIR:

Developed a comprehensive understanding of the end-to-end insurance process across multiple departments. And Strengthened communication skills through direct interaction with clients and internal stakeholders.

WORKING/TRAINING EXPERIENCE:

3. Practical Industrial Training Internship at Coca-Cola Mwanza Tanzania Position: Transport And Logistics Intern Duration: January 1, 2025 – Present

Designation: transport and logistics manager Assistant.

Overview: Responsible for supporting Coca-Cola's fleet and logistics operations in the Mwanza region, focusing on compliance, efficiency, and operational integrity. Engaged in end-to-end logistics planning, vehicle management, and regulatory oversight.

Main Duties/Responsibilities:

1. FLEET COORDINATION AND OPERATIONAL OVERSIGHT.

Book keeping and data entry. Managed a diversified vehicle fleet including heavy-duty trucks, regional distribution trucks, and Bajaj's for efficient product delivery. Maintained a centralized system for tracking the status of each vehicle—active, parked, under maintenance, or scrapped.

2. REGULATORY COMPLIANCE AND DOCUMENTATION.

Ensured full compliance with LATRA regulations, including license renewals, permits, and transport certifications. Collaborated with the Tanzania Bureau of Standards (TBS) to certify that all vehicles met safety and mechanical inspection standards. Maintained accurate compliance records for internal audits and inspections.

3. INSURANCE AND RISK MANAGEMENT

Oversaw the procurement and renewal of fleet insurance policies, ensuring all vehicles remained insured and covered. Handled claims filing in the event of accidents or damage, coordinating with insurers and tracking compensation outcomes. Reduced downtime through proactive coordination with service providers and spare parts management.

4. FINES MANAGEMENT AND COST OPTIMIZATION

Investigated the root causes of fines and implemented corrective actions to reduce future violations. Introduced efficiency measures in fuel use, delivery routing, and compliance to reduce operating costs.

KEY ACHIEVEMENTS AT COCA-COLA:

Designed and implemented a centralized compliance and fleet tracking system, improving transparency and audit readiness. Successfully reduced fleet downtime and compliance-related issues through early renewals and structured maintenance planning. Contributed to cost savings by enhancing logistics workflows and minimizing penalties. Monitor movement of office stationary and ensure availability of any materials needed.

COMPETENCE:

1. INSURANCE OPERATIONS & RISK ASSESSMENT.

Demonstrated proficiency in underwriting, claims handling, and client advisory services across various general insurance lines, with a solid understanding of policy structuring, risk evaluation, and regulatory frameworks.

2. TRANSPORT & LOGISTICS COORDINATION.

Skilled in end-to-end fleet management, including vehicle dispatch planning, compliance oversight (LATRA, TBS), maintenance scheduling, and route optimization to support cost-effective and timely distribution.

3. REGULATORY COMPLIANCE & RISK MITIGATION.

Well-versed in ensuring organizational adherence to industry regulations and statutory requirements. Proven ability to implement compliance tracking systems and minimize exposure to legal and operational risks.

4. FINANCIAL OPERATIONS SUPPORT.

Experience supporting premium reconciliation, claims disbursement, and financial reporting activities. Familiar with insurance finance processes and documentation standards.

5. PROCESS OPTIMIZATION & SYSTEM DEVELOPMENT.

Capable of analyzing workflow inefficiencies and introducing structured systems for operational tracking, reporting, and compliance—resulting in improved transparency and performance.

6. CLIENT RELATIONSHIP MANAGEMENT.

Strong interpersonal and communication skills with a customer-centric approach. Able to build trust, assess client needs accurately, and provide professional guidance throughout the policy and claims cycle.

7. TECHNICAL PROFICIENCY.

Advanced knowledge of Microsoft Excel, Word, PowerPoint, and SPSS. Able to adapt quickly to new software platforms, including insurance management and logistics tracking tools.

8. ANALYTICAL THINKING & PROBLEM-SOLVING.

Highly analytical with the ability to interpret data, assess risks, and support strategic decision-making through detailed reporting and insights.

9. TEAM COLLABORATION & PROFESSIONAL CONDUCT.

Reliable team player with demonstrated leadership potential. Works effectively under pressure, meets deadlines, and upholds a high standard of integrity and professionalism.

KEY ACHIEVEMENTS COMPETENCE:

Skilled in insurance operation, risk assessment, transport and logistics, coordination, regulatory compliance, client relationship management, and data-driven decision-making, with proven ability to enhance efficiency, ensure compliance, and deliver professional, result-oriented performance.

SEMINARS AND WORKSHOPS ATTENDED:

- Fire Safety and Emergency Response Seminar Organized by Tanzania Fire and Rescue Force at Coca-Cola Mwanza Gained practical knowledge on fire prevention, emergency evacuation procedures, and workplace fire safety protocols. Training included hands-on demonstrations of fire extinguisher use and hazard identification in an industrial setting.
- Professional Driving Awareness Seminar Conducted by VETA (Vocational Education and Training Authority) at Coca-Cola Mwanza Focused on safe driving practices, defensive driving techniques, vehicle inspection protocols, and legal responsibilities of professional drivers under Tanzanian transport regulations.
- Life Insurance & Policy Structuring Seminar Hosted by Jubilee Insurance Company – Dar es Salaam Provided in-depth understanding of life insurance products, including policy terms, benefits, underwriting considerations, and client advisory strategies. Enhanced knowledge of personal financial protection and life cover planning.

KEY ACHIEVEMENTS AT SEMINARS AND WORKSHOPS ATTENDED:

Gained practical expertise in fire safety and emergency response, advanced professional driving skills under Tanzania transport laws, and in depth knowledge of life insurance policy structuring and client advisory through seminars organized by Tanzania fire and rescuer force, veta, and jubilee insurance company.

LEADERSHIP RECORDS:

- Dormitory Captain Elpass Secondary School (2019-2021)
- Vice Chairperson Straight group discussion leader School (2022-2024)

OTHER SKILLS:

- Experience in Microsoft Word, Excel and Access
- Good communication skills
- Internet User Skills
- Computer Teaching Skills
- Negotiation skills
- Data analysis skills

PERSONALITY:

Honest, hardworking, good listener, obedient, open minded, flexible, innovative, inquisitive and goal oriented. Additionally, ability to work under minimum supervision, a team player and good interpersonal relationship skills, not to mention ability to quickly grasp new ideas.

HOBBIES:

- Interacting with new people (making friends).
- Listening to music.
- Watching Movies.
- Watching sports (football).
- Team sport.
- Technology.
- Participating activities.

LANGUAGES

Languages	Spoken	Written
English	Excellent	Excellent
Kiswahili	Excellent	Excellent
French	Fair	Fair

REFEREES:

Mr. Peter Simon Chelechele Of Nyanza Bolting Company, Quality Manager, Po Box 11092, Mwanza
0784800709/ Email: Peterchelechele12@Gmail.Com.

Ms. Grace Mruma, Of Mayfair Insurance Company, Underwriting and Comesa Manager, Dar Es-Salaam.
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Mr. Jitwae Magere of Nyanza Bolting Company, Transport and Logistics Manager, Mwanza. Telephone: +
255 783626150 Email Address: Jitwaemagere@55gmail.Com.

Mr. Colin God Senior Lecturer, Institute Of Finance Management, Dar Es Salaam, Tanzania. Mobile Phone:
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DECLARATION:

I EDDY PETER CHELECHELE certify that this curriculum vitae is truly my own.
Signature.....E.P.Chelechele..... Date: ...13/06/2025.....

