

Azzan Mustafa Ndolo

Project & Operations Coordinator

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PROFESSIONAL SUMMARY

Project and Operations Coordinator with 3+ years of experience supporting youth programmes, stakeholder engagement, and virtual convenings across East Africa and pan African networks. Experienced in coordinating end-to-end event and programme logistics, tracking deliverables across concurrent workstreams, and supporting distributed, cross-cultural teams. Strong in documentation, reporting, and digital operations, with hands-on engagement in gender equality and youth advocacy forums, including FEMNET Beijing+30 and the World Bank Youth Summit. Reliable, structured, and comfortable working independently in remote, multi-stakeholder environments.

PROFESSIONAL EXPERIENCE

Virtual Convening Resident · [Pollinate Impact](#) Mar 2026 – Jul 2026

- Own end-to-end logistics for international virtual convenings, coordinating across Zoom, Google Workspace, and Google Drive to ensure seamless event delivery.
- Develop and maintain convening trackers and scheduling systems in Google Sheets and Excel, upholding accuracy and timely updates for program leads.
- Manage real time coordination support during live events, handling platform logistics and participant communications for global attendees.
- Produce in-meeting documentation and follow-up, including post-event summaries and action item trackers to support programme continuity.

Project Coordinator & Resource Mobilisation Lead · [Mwanga Wa Kesho Initiative](#) May 2023 – Present

- Oversee the full project lifecycle for a flagship youth engagement series, work planning, partner outreach, budget oversight, and post-event reporting reaching [300+ youth across Tanzania](#).
- Secured and mobilized \$1,000+ in cumulative sponsorships and in-kind contributions from partners, including Azam Bakhresa Water and Shawarma 27, [reducing inaugural event operational costs by 40%](#).
- Grew digital reach by 35% through targeted cross platform storytelling and collaboration with local content creators, strengthening audience engagement and visibility for the Mid-Year Bazaar event.
- Coordinated the application process for the Global Youth Mobilisation Youth-Led Solutions Open Call, developing proposal materials, aligning programme concepts with funding criteria, and integrating mentor feedback to strengthen submission quality for international grant evaluation.
- Contributed as a Community Advocate in the Financial Inclusion for the Future session at the Future Ready Summit hosted by Stanbic Bank Tanzania, [discussing youth financial literacy and digital financial access](#).
- Lead end-to-end coordination of the Mwanga Connect youth podcast, managing content development, initiating partnerships, and coordinating production teams to [amplify youth voices across digital platforms](#).

Customer Service Operations Intern · [NBC Bank Tanzania](#) Jul 2025 – Sep 2025

- Supported digital platform onboarding for NBC Kiganjani and USSD services, contributing to measurable digital adoption targets within the financial services ecosystem.
- Executed structured outreach to re-engage 300 dormant account holders through data-informed client management and systematic follow-through.
- Supported the Business Development Manager in recruiting and onboarding 3 new Digital Sales Agents.

FELLOWSHIPS & LEADERSHIP

Civic Leadership Fellow · [YALI Regional Leadership Centre, East Africa](#) Aug – Oct 2024

- Selected from 1,000+ applicants (top 100) for advanced training in civic leadership, public management, and community project development across East Africa.
- Recognised and featured by [YALI Archives for contributions to African youth leadership](#).

Pan-Africa Fellow, Cohort 2 · [Michigan Fellows Africa Initiative](#) (MFAI) – MSU Apr – Jul 2025

- Completed fellowship on DEI, university engagement, and collaborative hub building across 5+ African nations.
- Led full logistics for the Tanzanian Certification Meetup after being requested by the project manager due to an unexpected coordination gap overseeing venue setup, media, and guest speakers to ensure successful delivery.

Fellow · [UPG Global Leadership Program](#) Mar – Oct 2025

- As part of the UPG Sustainability Fellowship requirements, co organised and co hosted a virtual sustainability awareness training session, supporting marketing and technical coordination for [21+ participants across Africa](#).

ADVOCACY & COMMUNITY IMPACT

Youth Advocate & Event Coordinator · *Various Campaigns* Jan 2022 – Present

- Led community fundraising communications for [the Silent Walkathon with Happy Hands Tanzania](#), supporting social content and outreach that contributed to raising \$3,000+ for earthquake relief efforts in Turkey and Syria.
- Represented youth voices at the [FEMNET Beijing+30 Regional Consultation in Addis Ababa](#), engaging in discussions on gender equality, youth inclusion, and policy advocacy alongside regional civil society leaders.
- Engaged in the [YALI RLC EA Alumni Chapter Tanzania AGM](#), contributing to discussions on capacity building, partnerships, and reducing reliance on financial resources.

- Contributed to the [World Bank Group Youth Summit 2025](#), engaging with global discussions on youth-led innovation, digital transformation, and sustainability.

EDUCATION

Associate Degree – Information Technology with Business · Emerson Education

Expected Nov 2028

CERTIFICATIONS & COURSES

- AI for Operations, Admin & Planning · [Polisync](#) · April 2025
- Michigan Fellow, African Certificate · [Michigan State University](#) · 2025
- Asana Foundations Skill Badge · [Asana](#) · 2025

SKILLS & COMPETENCIES

Program & Project: Program & Project Management · Stakeholder Engagement · Resource Mobilisation · Budget Coordination

Operations: Virtual Event Operations · Meeting Documentation · Capacity Development · Advocacy & Communications · Data Management & Reporting

Other: Workshop Facilitation · Community Outreach · Cross-Cultural Collaboration · DEI Practice

Languages: English (fluent) · Swahili (native) · French (basic)

Tools: Google Workspace · Zoom · Microsoft Office (Word, Excel, PowerPoint) · Asana · Canva