

CURRICULUM VITAE.

PERSONAL HISTORY:

FULL NAME : Aika Samson
SEX : Female.
DATE OF BIRTH : 26th March
COUNTRY : Tanzania
NATIONALITY: Tanzania
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Language Spoken: English/Swahili

CAREER OBJECTIVE

To be creative and use my initiatives, knowledge and skills to facilitate the attainment of the organization's objectives.

SKILLS:

- Good analytical and Negotiation Skills.
- Proficiency with email, Ms word, outlook, Power point, publisher and excel
- Good oral and written communication skills in English & Kiswahili
- Proficiency and experienced in providing administrative and human resource assistance.

ABILITIES

1. Ability to plan and organize work to meet deadlines
2. Ability to accommodate the new situation within the organization (flexibility).
3. Ability to work under pressure
4. Ability to multi task and work independently.

TRAINING & WORKSHOP PARTICIPATION

31 October 2021 : CAREERZ AND TRAINERZ

Enhancing the customer experience workshop.

31 October 2015 :CAREERZ AND TRAINERS

Customer service excellence and Team building.

August 2012 :PROPER ORIENTATION FOR TRAINEES TANZANIA

Personal Development.

AWARDS

2020 – Exceptional Tenure Award (Stallion Attorneys Limited)

EDUCATION BACKGROUND

2016 -2018 COLLEGE OF BUSINESS EDUCATION

Certificate in Business Administration

2012 - 2013 THE GLOBAL COLLEGE

Certificate in Full Secretarial Course

2018 -2011 SACRED HEART SECONDARY SCHOOL

Certificate of Secondary School

WORK EXPERIENCE:

January 1st 2016 – December 31st 2021 – Stallion Attorneys Limited

Administrative Assistant**Office Support:**

- Sorting and routing all incoming mails and materials
- Maintaining the front desk and making sure in good and smart order.
- Responsible for dispatch of all office mails and packages via post office, DHL, UPS, Skynet worldwide, Amrex etc and maintain logbook for all outgoing and incoming mails and packages.
- Supervising and ensuring proper and economic use of all office facilities and stationeries and placing weekly stationeries requests from staff as well as monthly stationeries to procurement as needed.
- Manage office equipment scanner, printers, computers, WIFI, Biometric and Air-condition for repair and maintenance.
- Coordinate the conference room usage schedule and it's appearance setting LSD projector machine and making sure all refreshments and stationers are available.
- Renewal of office licenses at Brela, TCRA, OSHA, Fire,TRA, Microsoft, TLS and High Court.
- Arrange online meetings via Zoom, Skype and Teams.
- Update all Court diaries, send calendars , appointments, Arrange court documents, implement different filling systems, handling partner's appointments and diaries.
- Prepare letters as per the guidance from the senior levels.
- Prepare disseminates and document meetings minutes.
- Receive client feedback and prepare a report.

Administrative Support:

- Coordinate travel arrangements including ordering Flights, Marines and bus tickets.
- Prepare travel itineraries for all partners in the Law firm.
- Perform duties as a petty cash custodian, receives, handles and manage's cash for routine purchase made at both offices in Dar es Salaam and Zanzibar.
- Process monthly utilities (such as hotel, ,cleaners ,payment bills, electricity).
- Maintain and submits petty cash log, approved petty cash, disbursements forms and petty cash request to Practice Manger.
- Manage inventory of materials, ordering procurement and store keeping.
- Supervise quality of service offered by all vendors working under contract and manages invoices for office services (water delivery, cleaning, laptop maintenance, software development, library maintenance, Public relations etc

- Prepare and submitting all tender documents.
- Presenting a company during tender openings.
- Follow up on VAT exemption at TRA.
- Assist in logistic planning of trainings, workshops, Team building activities, conferences collect invoices, purchase supply and materials, participates In handling cash advance and submitting cash reconciliation.
- Create various forms for effective correspondence and perform data entry in all administrative software.
- Screening curriculum vitae and calling out interviews.
- Handing out employment contracts and internships.
- Supervising all employees and interns on daily basis work.

Fleet Support.

- Keep records and track renewal of vehicles insurance and road lunches renewal.
- Renewal of contract with Uber, Little Ride and Bolt.
- Conduct monthly check log books and vehicles inspection.
- Supervise drivers, including conducting annual performance appraisals.
- Keep management updated and advised of development and changes related to the Stallion Attorneys fleet.
- Ensure proper staffing and use of overtime hours for the driver to maximize the effectiveness of the administration.
- Organize parking for staff and office vehicle.

June 1st 2014 – 31st December 2015. – Exor Attorneys.

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- Serving refreshments if necessary.
- Delivering all confidential documents.

Secretarial Support:

- Typing documents and meeting minutes.
- Scanning, Photocopying, Binding and Filing documents.
- Keeping and recording all office files and documents.
- Organizing office library (prepare file labels, implementations of different filing systems).
- Recording all Books, Law reports, Civil Procedure and Acts.

REFEREES:

Shehzada Amir Walli

Advocate/CEDR Mediator

Vice President of Zanzibar Law Society

Founder and Partner at Stallion Attorneys & UTU Kwanza

Member at Alliot Global Alliance

Member at IBA

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Gloria Mwakasole

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