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Dar es Salaam

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JULIANA JOHNSON SIMON

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| Objective |  | Diligent and courteous diploma graduate with one year’s worth of experience in the secretarial field, looking for a position to develop positive relationships with customers to ensure medical safety and business growth. Highly motivated professional seeking a responsible position in the medical field that will fully utilize my qualifications and technical skills to achieve the goal of a dynamic organization. |
| Skills  |  | -Exceptional interpersonal communication both verbally and in writing.-Advanced understanding of basic office applications, including MS Office (Word, Excel, PowerPoint).-Organization and time management. -Fluent in both English and Kiswahili.-Excellent at documenting financial information and good time management  |
| Experience |  | **MANGINA LOGISTICS COMPANY-SECRETARY** 15th January 2018- 10th June 2018-Answering the phone, recording the message and making sure it reaches the intended recipient-Elevate the level of physical sales to an arithmetic rate on monthly basis-Organizing and managing office systems -Scheduling appointments between the clients and the sales manager -Coordinate activities conducted by the business such as delivering products to different clients -provide solutions to the challenges facing the customers-Replying to emails, fax and posts. -Maintaining company schedules.  |
| Education |  | MUHIMBILI UNIVERSITY OF ALLIED HEALTH SCIENCES **Diploma in environmental health sciences** November 2019- august 2022**ST. CLARA GIRLS SECONDARY SCHOOL**  **(2009- 2013)****Certificate of secondary education examinations (CSEE) science****MTONGANI PRIMAY SCHOOL** Graduated in 2008 |
| References |  | rosemary manginaCEO of Mangina Logistics company+255 629958742Mangina@gmail.comdennis mazaliLecturer of project management at Muhimbili institute of allied health sciences.+255 627 271 814dennis.mazali@gmail.com.ezekiel HAJIExecutive sales manager at unicorn hygiene limited255 742 539 024hajiezekiel@gmail.com |
| DECLARATION |  |  |

I hereby declare that all the information contained in this curriculum vitae (CV) is in accordance with facts or truths to my knowledge.

J.S MSHOTE

JULIANA JOHNSON SIMON