P. O Box 4138

Dar es Salaam

+255623095745

Johnsonjuliana03@gmail.com

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 mangina CEO of Mangina Logistics company  +255 629958742  Mangina@gmail.com dennis mazali Lecturer of project management at Muhimbili institute of allied health sciences.  +255 627 271 814  dennis.mazali@gmail.com. ezekiel HAJI Executive sales manager at unicorn hygiene limited  255 742 539 024  hajiezekiel@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