**CURRICULUM VITAE**

 **PERSONAL DETAILS**

Surname Nicholous

First Name Irene

Date of Birth 23 June 1996

Place of Birth Dar es Salaam

Citizenship Tanzania

Marital Status Single

Sex Female

Language English & Kiswahili

Current Address Dar es Salaam

Cellular Phone

 +255 679 039692

*Email iryn321@gmail.com*

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| **AREAS OF EXPERTISE***Marketing**Public relations**Leadership and organising**Writing publications**Customer service**Events management**Corporate communication strategies***CAREER STATEMENT***“My greatest strengths are always focusing on influencing others on what I will be doing regarding the job requirements. I intend to take new perspectives whenever possible and eventually manage or influencing others, communicating with the industry to develop my network so as to become useful day to day.*  | I am a highly ambitious and results oriented person who is able to work willingly under any dynamic environment; A quick learner who is able to acquire new skills and ideas easily, self-motivated person who is able to work independent and in a team with the minimum supervision. I possess public relations, marketing skills, corporate management skills, language skills and interpersonal skills as well.Right now, am looking to secure a position in an organisation where I can bring immediate and strategic value and develop current skills further.**CAREER HISTORY****Practical and training****Joined the JKT (“Jeshi la Kujenga Taifa”) of Maramba of Tanga Tanzania and awarded JKT certificate.****November 2016-May 2017, Working at Tanzania Port Authority of Dar es salaam as a port clerk.****Duties.*** Manage data for international shipments and provide support for many steps of the transportation process by working with customs agents, warehouse staffs, shipping companies, and clients.
* Help with the shipping, receiving, and record keeping for international transactions.

**KINGS BOOKS COMPANY.***MARKETING OFFICER***June 2017-December 2017**Being responsible for communicating the organization marketing massage and company’s marketing campaign both internally and externally.***Duties**** Preparing, planning and project managing the publication of all publicity material to maximize brand promotion.
* Evaluating the effectiveness of all marketing activity.
* Contribution to the annual sales and marketing plan.
* Developing and implementing an internal marketing program.

**TRUMARK BUSSINESS CONSULTANCY**SALES OFFICER**February 2017 – November 2018,** **Duties*** promote specific product as directed by upper management
* maintain positive business and customer relationship
* facilitate cold and warm calls to prospective leads, schedule and follow through a call with leads and current customers.
* source and work customer referrals
* self-improve continuously by way of experience and manager feedback

**LEISURE TOUR & HOLIDAY LTD** ADMINISTRATION ASSISANT **February 2019** **up to June 2020**Being responsible for being polite, professional, and attentive while also being accurate and comfortable with computer, general office tasks and excel at both verbal and written communication.**Duties*** Handling office tasks such as filling, generating report and presentation, setting up for meeting and reordering supplies.
* Maintain polite and professional communication via phone, email and mail
* Screening phone calls and routing callers to the appropriate party
* Making travel arrangement such as booking flight, cars, and making hotel and restaurant reservation.
* Also keeping recording of different document as well as maintaining banking issue as an agent
* maintain petty cash voucher, cheque book, and invoice for our customer.
* keeping and follow up drivers and other employees’ attendance.

**GOODSIGN MOTORS LIMITED COMPANY**ADMINISTRATION ASSISTANCE / SECRETARY **July 2020 up to august 2021****Duties*** answering calls, taking message and handling correspondence.
* maintaining diaries and arranging appointments.
* filing
* typing, preparing and collating reports
* organising and servicing meetings (producing agenda and taking minutes)
* managing data
* prioritising workloads

**NAJUNA GENERAL SUPPLIES COMPANY LIMITED**ADMINISTATOR **September 2021 up to November 2022.****Duties*** find tender on various site
* prepare tender documents and submitted
* produce EFD receipt to customer
* prepare invoice and tax invoice
* filling
* receive call and message from customer
* reading magazine and emails from TANEPS and customers
* prepare report
* managing company social media account by posting and advertise
* data entry

**KEY COMPETENCIES AND SKILLS*****Marketing skills**** Customer relationship skills, being able to communicate with the customers easily and effective.
* Creating and Maintaining customers relationship with the company
* Persuasion and negotiation skills in capturing what a customer would like to hear and gets for its need to be well satisfied.
* Using social media marketing tools such as twitter, Google, Instagram, Facebook in effective selling.

***Communication skills*****.** *Equipment handling**Customer services skills* *. Research & typing* *. Self-motivation****Professional**** Public relations skills in ensuring that the company maintains its relationship with the customers effectively.
* Interpersonal skills which are the basis in talking to people within all levels of an organisation and with the external public.
* Good writing ability skills in preparing company’s publications such as brochures, fliers, memos etc.
* Being creative in thinking of new way of doing things which are useful in an organisation.

Other skills;**Language****Reading                          Speaking               Writing****English:**Excellent     Excellent             Excellent                                                 **Kiswahili:**Excellent        Excellent             Excellent                                               **Computer Skills\ Knowledge*** MS Word
* MS Excel
* Power Point
* Internet Access
* Spread sheet

**ACADEMIC QUALIFICATIONS**2016 to 2019 – A candidate at University of Dar es salaam of Tanzania pursuing Bachelor degree in Business Administration. (UDSM)2014-2016- Certificate of Advance Education Examination-(ACSEE) UWEMBA **HIGH SCHOOL.**Njombe,Tanzania.                                                                                                                             2010-2013 Certificate of Secondary EducationExamination -(CSEE) **KINYAMWEZI SECONDARY SCHOOL.** Dar es salaam**.** Tanzania.2003-2009 Primary level Education at Yombo Primary School**HOBBIES/INTERESTS**Travelling, Browsing, Reading, Jogging, Physical Exercise, Exchanging ideas with friends.**LANGUAGE**English Swahili**REFERENCES** **MOHAMMED SEMKUNDE****LECTURER****University of Dar es salaam**P.0.Box 35046Dar es SalaamMob: +255 714 520 251**RUKAIYA KHOJA****System admin.****Imaging Africa**Dar es SalaamMob: +255 654 276 72710rukykhoja6@gmail.com**RESPICIOUS TIBAZARWA** **Director****RTC**Dar es SalaamMob: +255 779 365 364 |