**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

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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 35046  Dar es Salaam  Mob: +255 714 520 251  **RUKAIYA KHOJA**  **System admin.**  **Imaging Africa**  Dar es Salaam  Mob: +255 654 276 727  10rukykhoja6@gmail.com  **RESPICIOUS TIBAZARWA**  **Director**  **RTC**  Dar es Salaam  Mob: +255 779 365 364 |