

AIVON DAMIAN MLOWE

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PERSONAL PARTICULARS

First Name : Aivon
Second Name : Damian
Surname : Mlowe
Date of Birth : 7th September 1995
Place of Birth : Iringa
Gender : Male
Nationality : Tanzanian
Marital Status : Single
Residence : Dar es Salaam

PERSONAL STATEMENT

Creative, multi-talented and hard-working man with consolidated expertise in Automobile sector, digital marketing, customer engagement, business management and development. Highly motivated junior engineer with a commitment of pursuing career in Automobile sector whether in sales, fleet management, technician, logistics, helping a company archive a specified goal.

EDUCATION BACKGROUND:

2015-2020: Bachelor Degree in Automobile Engineering
National Institute Of Transport (NIT)

2013-2015: Advanced Certificate of Secondary Education (ACSE),
Iyunga Technical School,
Majored in pure science: Physics, chemistry, biology &
Basic Mathematics

2009-2012: Certificate of Secondary Education (CSSE)
Mlamke Secondary School
Majored in science

WORK EXPERIENCE:

January 2023-June 2023: Work as yard supervisor at SP JAPAN LIMITED

The main responsibilities were

- Vehicle inspection of all cars imported from Japan, writing report and provide solution in fixing some problems.
- Involved in operational management such as taking care of important documents from port, TRA, Tancis management, vehicle registration and tracking of sold transit cars.

- Cooperation with the sales team to help them know the specifications of each car in order to tackle different questions from customers.
- Taking part in doing sells for customers coming to our bonded warehouse and also doing promotion both online and offline.
- Making sure all cars are in good condition and works fine everyday so that nothing goes wrong when customer want to test or buy them.
- Searching cars online and calculate budget for customers that want to import from outside the country.
- Preparation of bin cards, release order and gate pass of vehicles.

February 2022-December 2022: Work as assistant workshop manager at Saint Parts

The main responsibilities were

- To ensure supplies and spare parts for each job are available in time.
- Preparation of daily workshop reports
- Assist in quoting, invoice and labour charge estimation
- Managing incoming goods mostly spare parts and lubricants, checking quantities for better use.
- Ensuring safety and healthy environment in workshop.
- Ensuring all tools needed are available and machines working fine.
- Involved in doing vehicle general check up, doing services and some repair works.
- Assign some tasks to other workers for day to day operations.
- Preparation of job cards and service cards

October 2020 – May 2021: Work as mechanic trainee at Evolution Garage in Dar es Salaam.

The main responsibilities were;

- Diagnosing and troubleshooting of automobile systems, mainly engine systems, suspension system, transmission system and body auto works such as body beating.
- Basic maintenance of diesel fuel system and its components.

March 2018 – May 2018: Work as auto-electrical trainee at Tanzania Port Authority

The main responsibilities were

- Diagnosing and troubleshooting the automobile systems, including braking system, steering system, suspension system, cooling system and other related automotive systems.
- To perform diagnosis by using On Board Diagnostics (OBD) system.
- Preparation of service cards and job cards.
- To give safety-based advice and operative based advice to the customers.

NON ACADEMIC AWARDS AND MEMBERSHIPS;

June 2015- Sept 2015: Attended and Served Army for National services

Nov 2015- July 2020: Active Member of Institution of Engineers Tanzania (IET)

COMPUTER AND INTERNET SKILLS

- Knowledge of Microsoft Office (Word, Excel, Power Point Presentation).
- Knowledge in using AUTOCARD.
- Very good in digital marketing.
- Competent in using different internet browsers, emails and google drive.
- Awareness in different means of internet payments such as PayPal, Payeer, Skrill, Western Union and different Cryptocurrencies such as Ethereum and Bitcoin.
- Knowledge in HTML(HyperText Markup Language), CSS(Cascading Style Sheets) and JavaScript
- Good understanding of different social medias.

OTHER SKILLS

- Logistics and warehouse management skills.
- Firefighting awareness
- Motorcycle and small vehicle driving.
- High communication skills and social interaction capability.
- Problem solving skills
- Articulated speaker with leadership skills
- Good physical fitness and mental stability that enables to work in a very busy environment.
- High customer relationship management.

REFERENCE

Beatrice Kavita

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