

CURRICULUM VITAE

PERSONAL PARTICULARS

Name : **Emmy Petro Kinyanguli**
Date of birth : **11th JUNE 1996**
Gender : **FEMALE**
Marital status : **SINGLE**
Nationality : **TANZANIAN**
Mobile : **0742-747544**
Email : **emmykinyanguli@gmail.com**

EDUCATION BACKGROUND

INSTITUTE	DURATION	AWARD
Tumaini University Dar es salaam College (TUDARCO).	2018-2021	Bachelor Degree of Human Resources Management
Mbezi High secondary School	2015-2017	Advanced certificate for secondary education (ACSEE)
Mbezi Secondary School	2011-2014	Certificate for secondary education (CSEE)

WORK EXPERIENCE

Duration: August 2022 to date

Employer: Avesy enterprise

Position: Sales Manager

Duties Performed:-

- Sales representation on butchery collecting sales data and analyzing on inventory and sales so as to determine the butcher margins, manage costs and clarify sales trend and demand as well.
- Working on stock taking in the shop, to identify discrepancies between physical count and financial records. To ensure accurate tracking of inventory so as to see what has been sold and stock reserved this helps in monitoring growth and reduce loss.
- Working on customer care through provision of good services in order to retain customers and create public image.
- Weekly evaluation for business continuity to see growth of the business and estimate customer demands in products.
- Workings on general procurement activities on shop, such as clarifying the inputs product and stock reserve and manage the process.

- Administrative works around the shop, training and instructing subordinate so as to ensure effectiveness and efficiency in service provision.

Duration: May 2021 to July 2022

Employer: High Court of Tanzania- Land Division

Position: Human Resources Apprentice

Duties Performed: -

- Assisting in preparation of monthly Staff Disposition.
- Assisted in preparing letters, minutes and memos as requested
- Trained on a variety of human resources activities like evaluation performance
- Assisted in a number of housekeeping activities as they arise
- Assisted on general administrative activities
- Acted a senior apprentice to junior trainees and volunteers

Duration: July to November 2020

Employer: High Court of Tanzania- Land Division

Position: Trainee

Duties Performed: -

- Trained on monthly staff disposition preparations
- Trained on letters, minutes and memos preparations and distribution
- Trained on a number of clerical tasks such as type writing and the related tasks
- Trained on various housekeeping activities within the organization

SKILLS AND KNOWLEDGE

Technical skills: email and internet, Microsoft word and excel

Soft skills: leadership, problem solving, creativity and time management.

INTERESTS AND HOBBIES

- Structure new ideas, finding best solution and leading.
- Making friends, create flexibility in adopting new environment.
- Reading different books, aiming to acquire more knowledge.

PERSONAL ATTRIBUTES

- **Language**
 - **English:** Proficient in reading, writing and speaking
 - **Swahili:** Native Speaker

REFEREES

1. Ms. Herieth Njessa
Position: Human Resources Officer at High Court – Land Division Dar es salaam
Relationship: Supervisor and Role Model
Email: heriethmummy@gmail.com
Mobile: 0719111200
2. Rev. Dr. Ipyana Mwamugobole
Position: Ag. Deputy Provost for Administration at Tumaini University Dar es salaam College
Relationship: General Studies Lecturer/Mentor
Email: ipyana.mwamugobole@tudarco.ac.tz
Mobile: 0743587722
3. Dr. Wilfred Senyoni
Position: Lecturer at University of Dar es salaam
Relationship: Guardian
Email: senyoni@udsm.ac.tz
Mobile: 0713595231

DECLARATION

I hereby confirm that the information provided is true and correct to the best of my knowledge.