

ELISHA'S CURRICULUM

ELISHA MNYETI

Mobile Phone: 0782715251

Email; elishamnyeti@gmail.com

DIPLOMA IN BUSINESS ADMINISTRATION

TANZANIA INSTITUTE OF ACCOUNTANCY (TIA)

2020-2022

A hardworking, creative, team player, time manager and results-oriented professional with eager to learn and share with others through training and demonstration. Moreover, I have the ability to establish rapport with both clients/colleagues and motivates individuals to achieve organizational goals., with proficiency in Microsoft applications packages especially Microsoft word, Microsoft Excel and Microsoft PowerPoint . My goal is to make the most of my potential and learn more of what's within my field to enhance my creativity for better achievements in my career and Organization that I am working with.

EDUCATIONALBACKGROUND

YEAR	INSTITUTION	AWARDS
2020-2022	TANZANIA INSTITUTE OF ACCOUNTANCY	DIPLOMA IN BUSINESS ADMINISTRATION
2016-2019	WAKALANDA SECONDARY SCHOOL	CERTIFICATE OF SECONDARY SCHOOL EDUCATION EXAMINATION (CSEE)
209-2015	LUPA PRIMARYSCHOOL	CERTIFICATE OF PRIMARY SCHOOL EDUCATION EXAMINATION (CPE)

WORK EXPERIENCE

Organization: KCL BRAND LIMITED

Duration: MAR2022–present,

Designation: Sales Executive,

Duties/ Responsibilities;

- ❖ Creating and managing social media content
- ❖ Develop sales plans, strategies & approaches for various products and services such as promotions and sponsored advertisements.
- ❖ Track sales data and works to meet quota or sales team goals.
- ❖ Maintain excellent relationships with customers through superior customer service

- ❖ Answer questions from clients about benefits of the products and services being offered
- ❖ Handling communication with clients, stakeholders and other staff members
- ❖ Represent the Company in meetings & conferences to clients, companies and other organizations.
- ❖ Building up strong relationship with the partner organizations, networks and other organizations.
- ❖ Create and present regular performance reports for the management team
- ❖ Help to detail, design and implement marketing plans for each product and services being offered
- ❖ Analyze trends, data, demographics, pricing strategies and other information that can potentially improve marketing and sales performance

SKILLS

Personal skills Team working, communication skills, good in time management

Language Skills Kiswahili and English

Computer Skills Introduction to computer, Microsoft Word, Microsoft Access, Microsoft Excel, Internet and E-Mail

HOBBIES AND INTERESTS

- ❖ Internet Browsing
- ❖ Traveling –Exploring exotic city or countries
- ❖ Exchanging ideas with other people
- ❖ Listening music, watching television and swimming

REFEREES

1. AMOS YOHANA
PROGRAMMER OFFICER
KCL
PO.BOX 9193
DAR ES SALAAM
TEL: 0692197727, Email:
amocyohana93@gmail.com
2. RAMADHANI KUPAZA DIRECTOR
OIKOS EAST AFRICA
PO.BOX 8342
ARUSHA
TEL: 0786117417
Email: rkupaza@gmail.com
3. ARMSTRONG C. MATOGWA
ASSISTANT LECTURER
DEPT. BUSINESS ADMINISTRATION (TIA)
P.O.BOX 35043
DAR ES SALAAM
TEL: 0717 940841
Email: armstrongmatogwa@yahoo.com