# CURRICULUM VITAE

***Sharmin Iqbal Varda***

# Name : Sharmin

# Surname: Varda

# Date of z: 10th January 1987

# Nationality: Tanzanian

**Ethnicity: Indian**

# Marital status: Married

# Languages:

# English, Urdu, Kiswahili, Indonesian, Gujrati, Kutchi.

# Mobile number:

# +255 783 782 104

# Email address:

# sharmeenfajarvarda@outlook.com

# Home address:

# Msasani, Dar es Salaam, Tanzania.

# School:

# St Mary's High School, Mbezi Beach

# Completed A levels Secondary Education ( 2005 )

# College:

# Institute of Information Technology ( 2005 )

# Subjects passed:

# Microsoft Publisher Corel Draw

# College:

# Upeo Learning Centre ( 2006 )

# Subjects passed:

# Macromedia Flash

# Adobe Photoshop

# Adobe Illustrator

# College:

# Don Bosco Computer Training Centre ( 2006 - 2007 - Evening classes )

# Subjects passed:

# Adobe Photoshop CS ( 2012 )

# Html

# Microsoft Front Page

# Macromedia Dreamweaver mx

# Macromedia Flash mx

# Microsoft Word and Excel

# College:

# Kilimanjaro Modern Teachers College ( 2006- 2007 )

# Subjects passed:

# Completed 2 years teachers training in primary English education

# Institute:

**British Council**

**Subject passed:**

**Upper Intermediate B 2009**

**British Council (2008-2010)**

# Subjects passed:

# Professional Development Course

# Report Writing

# Presentation Skills

# Communication Skills

# College:

**Alison**

**Subject passed:**

**Diploma in Legal Secretary**

**December 2013**

**Alison**

**Diploma in operations management**

**2013**

**Alison**

**Introduction to teaching English as second language (TESL)**

**2013**

**Alison**

**Currency exchange**

**2013**

**Alison**

**Diploma in teaching skills for educators**

# Work Experience

## Company: British Council (Dar es Salaam, Tanzania)

## Position: Administrator

**Responsibility:**

**Answering calls, taking messages and handling correspondence. maintaining diaries and arranging appointments. typing, preparing and collating reports.**

**Ordering books, journals and other resources.**

**Check IELTS test papers**

**Advising academics on materials for their courses.**

**Researching and developing new teaching materials. ...**

**Research and implementing new teaching methods. ...**

**Marking student work and recording performance. ...**

**Setting assessments and overseeing examinations.**

**Good communication, customer service and relationship-building skills.**

**Teamworking skills.**

**Organisation and time management skills.**

**Attention to detail.**

* **Tact, discretion and diplomacy.**
* **Handle phone calls and meetings for teachers**
* **Keep a budget to repair, replace or get new reading materials**
* **Delegate tasks among staff to maintain a productive work environment**
* **Create an online database for easy access to members and staff**
* **Catalog new inventory and update the database accordingly**
* **Develop fun and education programs for youths and adults**
* **Order new inventory from book supply companies**

## 2007-2012

## Reason for leaving: I got a job at Sunshine Group Mining and Transportation Co. Ltd

## I used to work for British council in the evening Because in the morning l was working as a teacher at Good Samaritan school.

## Company:

## Sunshine Group Mining & Transportation Company Ltd

## Position: Secretary and Front desk receptionist ( 2012 - 2019 )

## Reason for leaving:

## Got married

**RESPONSIBILITY**

**Taking minutes in meetings.**

**Keeping files of past minutes and reports.**

**Letting people know when and where the next meeting is and what it is about.**

**Helping to prepare agendas for meetings with the Chairperson.**

**Writing and receiving letters on behalf of the group.**

**Keeping members informed of what correspondence has been sent out and received.**

**Keeping a record of membership.**

**Keeping a record of important phone numbers.**

**Taking rough notes during meetings.**

**Writing up these notes neatly or typing them out.**

**Copying and distributing them to relevant people.**

**Keeping all minutes together in a file for future reference.**

**Greeting visitors, helping them navigate through an office, and supplying them with refreshments as they wait.**

**In addition, maintain calendars for appointments, sort mail, make copies, and plan travel arrangements.**

**Company: Alatte Beauty in Tangerang, Indonesia.**

**Position: Social Media & Market place administraion proffessional.**

**June 15, 2021 to September 15, 2023.**

**Responsibilities:**

**Managing social media presence and market place administration with great marketing strategies, campaign management and deep understanding of market dynamics.**

**However, my work experience in Indonesia made me learn new skills and Indonesian language.**

## SUMMARY

## I am a non smoker and non drinker. I enjoy walks, I am a quiet soft spoken person, hardworking and honest. Enjoy learning languages, fluent in 3, I am able to speak very good Bahasa Indonesia. I love music, born in a family of musicians, I designed the bands banner. I studied to be a graphics designer, however I got a job at the Sunshine group, thereafter I was offered a job by another company as a graphic designer, but I turned it down as I really loved my job at Sunshine group. I travelled to few countries, South Africa, India, Mauritius, Malaysia and Indonesia.

## I was interviewed by a Chinese TV station whilst working for the Sunshine group. I personally feel that I will be an asset to your company as I am a motivated hard working person.

**Skills**

**If you have gone through my cv, and gone through my work experience, you must be knowing that how hard working person I am. I am patient and trustworthy. And I am also a good friend to my colleagues. Can work in pressure and can work with team. I give my sweat and hard work to my job if it is worth my strength and if the people around me are kind and people who respect me and appreciate my work.**

**I have been lucky to have met kind boss and work mates around me in my previous jobs. I have gained respect in my previous jobs and also got an appreciation letter from the company before leaving the job. I have left remarkable performance in my previous jobs and I hope to bring the same energy and hard work in future if employed in reputable company!**

## References

## 1. Marketing Director at Allattè Beauty

**Arni Juwita**

**+6282125374137**

**Tangerang, Indonesia**

## 2. Sunshine Group Mining & Transportation Company Ltd

**Dar es Salaam, Tanzania, East Africa**

## Mr Hanson

### **+255 765 000 600**