



SOFIA ALLAN

📍 0000 Dar Es Salaam

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SUMMARY

Successful coordinator of community service resources to meet needs and expected demands of vulnerable local populations. Proficient in organizing program referrals, providing direct support and coordinating outreach. Great at taking care of young kids ensuring their safety and instill them with good values when left in my care. Talents include building relationships and partnerships to further goals, cooking different types of foods

SKILLS

- Volunteer Accreditation
- Marketing and Advertising
- Community and Public Relations
- Cooking different cuisines
- Making non alcoholic drinks
- Business Risk assessment and mitigation

EXPERIENCE

COOK, 06/2023 - Current

British bakery, Dar Es Salaam, Tanzania

- Prepared meals according to recipes and menus, adjusted ingredients and cooking times accordingly.
- Adhered to food safety standards when storing and preparing foods.
- Cleaned kitchen equipment, surfaces, utensils and dishes.
- Monitored stock levels of food items and ordered more when necessary.
- Maintained a clean working environment by sweeping, mopping floors, washing surfaces and emptying trash cans.
- Tasted all prepared dishes in order to check flavorings, texture and presentation prior to serving them to customers.
- Inspected kitchens for sanitary conditions before the start of each shift.

BARISTA, 04/2023 - Current

British bakery, Dar Es Salaam, Tanzania

- Greeted customers and took orders for coffee drinks, food items, and other beverages.
- Prepared specialty coffee drinks such as lattes, cappuccinos, macchiatos, mochas, and Americanos.
- Operated cash registers to process customer payments.
- Monitored inventory levels of supplies and restocked when necessary.
- Provided excellent customer service by responding to inquiries quickly and professionally.
- Followed safety procedures while operating machinery such as grinders and espresso machines.
- Assisted in the preparation of baked goods including muffins, cookies, scones, cakes.
- Maintained clean and organized workspace, enabling coworkers to locate resources and product.

VOLUNTEER COORDINATOR, 03/2022 - 03/2022

My self , Dar Es Salaam, Tanzania

- Performed research on various health topics to develop thorough and comprehensive class curricula.
- Taught young primary school girls on menstrual health education and supplied them with enough feminine pads

BEACH CLEANER, 01/2022 - 01/2022

Myself , Dar Es Salaam, Tanzania

- Removed trash bags, broke down boxes and placed recyclable materials in designated disposal areas.
- I together with my team collected trash, plastic bottles, glass bottles and other types of wastes and disposed them to their designated areas in kawee beach

MOTIVATOR, 06/2020 - 06/2020

Myself , Dar Es Salaam, Tanzania

- Delivered motivational speech to parents, guardians together with the guest of honor and students of grade seven graduating in sunrise primary school.

EDUCATION AND TRAINING

Crown Secondary School , Dar Es Salaam, 10/2021

Form Four Secondary Certificate : Science Education

- Ranked in Top of class
- Got an award certificate in chemistry subject

Mount Kibo Primary Schools, Dar Es Salaam, 09/2017

Grade Seven Graduate: All Level

College of Business Education , Dar Es Salaam

Basic Certificate Diploma : Business Administration

LANGUAGES

English:

B2

Upper Intermediate

Swahili:

B2

Upper Intermediate