

CURRICULUM VITAE

Moses Nsuha

A: PERSONAL PARTICULARS

Name : **Moses Nsuha**
Gender : **Male**
Date of Birth : **12th September 1987**
Nationality : **Tanzanian**
Marital Status : **Single**
Place of Birth : **Mbinga**
Permanent Residence: **Mbinga-Ruvuma, Tanzania**



Present Contact & Mailing Address:

Postal address: **Moses Nsuha**
P. O. BOX 62

Mbinga, Ruvuma– TANZANIA

Languages: English, Kiswahili, Kimatengo, Kingoni (Fluent) and French

Telephone: **Mobile +255629203545 /+255736101986**

E-mail: mosesnsuha@gmail.com / mosesnsuha@yahoo.com

Blog www.mosesnsuha.blogspot.com

Profile:

I am God fearing person, highly ambitious, visionary, achievement-oriented and committed to the duties accorded. In addition, I am a self-motivated and reliable team player. My research skills as well as interpersonal communication are proven qualities. I can work in all conditions in order to achieve my career and institution, organization or even company goals when given the opportunity.

B: PERSONAL PROFILE

- Highly motivated, confidence with great ability to work beyond less supervision
- Good communication skills with ability to effectively work in multicultural teams
- Good interpersonal and report writing skills
- Good knowledge on office management, procedures, rules and regulation

C: EDUCATIONAL AND PROFESSIONAL STATUS

PERIOD ATTENDED	LEVEL OF EDUCATION	INSTITUTION ATTENDED	CERTIFICATE AWARDED
2011 - 2014	UNIVERSITY	St. Augustine University of Tanzania (SAUT)	Graduated Bachelor of Arts in Public Relations and Marketing with G.P.A of 3.68
2008 - 2011	Advanced Secondary Education	Kigonsera High school	CASEE
2005 - 2008	Ordinary Secondary Education	Kigonsera High school	CSEE
1997 - 2004	Primary School	Kiwanjani and Nyerere Primary school	CPSE

D: PROFESSIONAL PRACTICAL TRAINING/WORK EXPERIENCE:

DURATION	PRACTICAL/TRAINING/EXPERIENCE
25 ST February 2022-UP to date	<p>Working as Sales Executive at Intelligence Securico Limited at Dodoma region</p> <p>Duties:</p> <ul style="list-style-type: none">• Call to arrange meetings with potential customers to prospect for new business• Making accurate, rapid cost calculations and providing customer with quotation• Gather market and customer information and provide feedback on buying trends.• Represent ISL at trade exhibitions, events and demonstrations.• Identify new markets and business opportunities in the area of responsibility.• Providing quality customer service, including interacting with customers, answering customer inquiries and effectively handling customer complaints.• Designing and implementing a strategic sales plan that expands company's customer base and ensure it's strong presence• Identify emerging markets and market shifts while being fully aware of new products and competition status• Ensures company brand materials and physical working spaces meet and exceed company presentation standards.• Provides quality customer service, including interacting with customers, answering customer enquiries, and effectively handling customer complaints

12ThDcember2018- 12THJanuary
2022

Worked as Regional Marketing Officer at Wassha Incorporation
(Solar Energy Company) / Digital Grid in Lindi Region

Duties

- Identify and analyse an organisation's strengths weaknesses, and respond to opportunities and threats in the marketing environment and set goals for market share and growth
- Develop and implement appropriate strategies by selecting, segmenting and targeting markets, and promoting WASSHA products and services to those markets
- Recruit, evaluate and support potential agents who can be WASSHA agents before installation.
- Install whole WASSHA equipment into potential agents and train operators who are in charge at shops.
- Support WASSHA agents in order to solve their challenges and increase the sales after installation.
- Work on developing new WASSHA products and advice an approach to pricing and set prices for products and services
- Develop plans for advertising, sales promotion, public relations, personal selling and sales management of WASSHA
- Undertake WASSHA marketing audits to monitor sales performance; while maintaining and updating customer databases
- Liaising and networking with a range of stakeholders including customers, and colleagues,
- Communicating with target audiences and managing customer relationships
- Writing and proofreading copies of WASSHA adverts, fliers and marketing materials
- Liaising with designers and printers to get recommendable and acceptable WASSHA work design;
- Attending events such as conferences, seminars, receptions and exhibitions which are beneficial to the company;
- Conducting market research, for example using customer questionnaires and focus groups;
- Contributing to, and developing, marketing plans and strategies
- Evaluating marketing campaigns
- Monitoring competitor activity
- Supporting the marketing director and other colleague

Key Achievements

- Meeting Monthly sales targets
- Handled customers questions and complaints
- Excelled in cold calling prospects to generate leads for business
- Marketed and sole solarlanterns business

<p>1st June 2017-12/12/2018</p>	<p>Worked as Area Sales and Business Manager (ASBM) at Greenlight Planet Tanzania Limited (Sunkinga Solar Energy Company) at Songea Municipality</p> <p><u>Duties</u></p> <ul style="list-style-type: none"> • Conduct joint field work every day with sales team of energy officers in making group sales like SACCOS, NGO's, Village Meetings, Market day sales (Gulio and Mnada) , and door to door sales • Conduct night demos every week along with the team of sales or enerhy officers • Sell and install sunking home system along side withenergy officers • Conducting meeting per month with each energy officers cluster • Reporting inventory at stock point every Saturday • Continually track replacement and manage repossession • Ensure Energy officers are making quality sales, addressing complaints in timely manner , and maintaining high repayments rates • Review daily sales plans of sales officers • Collect customers and energy officers feedback to understand how to maximize results • Ensure stong communication and creating sales team spirit on the area of Telegram Group • Recruit, Train and support a sales team in District Head Quarter to meet maximum business Guarantee (MBG) • Educate sales team about policies , guidelines , and procedure of the company • Monitor Energy officers to ensure they adhere to all post sales collection activities including client calls and client visits <p><i>Key Achivements</i></p> <ul style="list-style-type: none"> • Meeting Monthy sales targets • Handled customers questions and complaints • Excelled in cold calling prospects to generate leads for business • Marketed and sole solar lanterns business
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1ST September 2015- 7TH March 2017

Worked as Area Sales Staff at Halotel Tanzania Limited in the following areas Singida Municipal ,Ikungi district , Tunduru district, Songea municipal , Mbinga district ,Iramba district, Manyoni district, Singida Rural and Mkalama District.

Duties:

- Ensuring goods to showroom, area sales staff, Team leaders, Freelancers and POS/Wakala
- Take full responsibility of recruiting channel members (Team Leaders, FT, POS and Wakala) for company
- Take full responsibility area sales target and showroom
- Assign, direct, control, and monitor the sales performance of area sales, Tea Leaders, Freelancers staff and showroom
- Evaluate and report performances of team leaders
- Ensure availability and visibility to his/her area of control
- Go market visit and show area sales staff and team leader where there is no enough products to assign them to go and recruit Freelancer/POS and sell
- Make performance appraisal of the distribution channel system,
- To Train Tls, Pos and Fls on how to use Halotel Mobile Business Customer Care System on the following
 - ✓ How to make Customers registration
 - ✓ How to Complet customer's informations on Mbccs
 - ✓ How to connect / make a special numbers on Mbccs
 - ✓ How to make Sim Swap/ Change on Mbcss
 - ✓ How to check daily customers registration report on Mbccs.
- To recruit Halotel Halo-Pesa Agents in different parts of the Mbinga District centre
- To train Halotel Halo-Pesa Agents on how to use HalotelUSSD In performing Halo –PesaTranscations in the following aspects

- Customer
 - ✓ Register
 - ✓ Cash In
 - ✓ Cash Out
 - ✓
- Agent
 - ✓ Cash Out
 - ✓ Transfer money
 - ✓ Halotel's Cash Collection
 - ✓
- Buy airtime
- Pay by Halo- pesa
- Show to show balance on his / her mobile
- How to look extra information or services that are being provided by halotel in utilities
- How to make records of his /h er daily transcation and to fill Halotel log book

Key Achivements

- Handled customers queries and complaints
- Troubleshooted Halopesa and HaloYako customers through Halo-pesa and Halo yako toolkit
- Assisted customers to scrubscribe various Halotel packages
- Dealt with varios halotel softwares like Icap, landingpage, mbcss and Bcss to sove customers queries
- Received inbound call from halotel customers and listen to their queries
- Meet monthly sales targets

4 August 2015- 4 September 2015	<p>Attended sales operations training at Halotel Tanzania Limited or Vietttel Tanzania Tanzania (Ltd) Ruvuma Branch in the following system:</p> <ul style="list-style-type: none"> • Inventory and sales management by using Business Customer Care Support system and MobileBusiness Customer Care Support • Stock Management • Cash Management • How to make an invoice • Customer care system • Customer management sytem • Product management system • Gurantee management system
November 2011 to September 2014	<p>A Chairman of SAUT Students' Public Relations association (SSPRA) in Media & Publication Committee and awarded certificate of appreciation.</p> <p><u>Duties:</u></p> <ul style="list-style-type: none"> • To take photographs for SSPRA members in seminars, Trainings and in the ceremonies • To puts news, events amd other contents in SSPRA blog • To publish different SSPRA documents like brochure, Fliers, poster , billboard, backgrounder, • To write memos, press release, position paper and Situation Analyiss to SSPRA committee
April 2013-2014	<p>Worked as Radio Presenter at Radio Saut Fm 96.1Mhz in Mwanza.</p> <p><u>Duties:</u></p> <ul style="list-style-type: none"> • To prepare broadcasting material ilke script • To host music program called Usikumnene • To Prepare and read news • To produce news events and gingles or signtune to the different coming program for Radio Saut Fm
July to September 2013	<p>Participated in national census at Hanang District</p> <p><u>Duties:</u></p> <ul style="list-style-type: none"> • To register the residents together with their properties

	<ul style="list-style-type: none"> • To ensure that the registered people give the truth information to census enumerator • To cooperative with village chairmans in the whole process of enumeration
March 2012 to April 2013	<p>Conducted Research on effect of conflict toward organization performance.A case study of Tanesco company in Mwanza Branch</p> <p>Supervisor: Ms. Christopher BhokeAbishagi</p> <ul style="list-style-type: none"> • Research proposal writing • Research proposal presentation • Data collection • Data analysis • Data presentation • Research report writing/ dissertation <p style="text-align: center;"><u>Duties:</u></p> <ul style="list-style-type: none"> • To Select the sample space that was suitable and reliable for the research problem • To design the Reseach Questionnaires • To make the distribution of research to all tanesco'sstaffs in different departments • To make the analyzationpf data collected and to to write a report with recommendations for the study included.
April 2013 to June 2013	<p>Attended a day training offered by, East African Trainer Ltd (EPA-TRAINERS)</p> <ul style="list-style-type: none"> ▪ Project Proposal and Fund raising techniques ▪ Effective Sales and Marketing Techniques ▪ Effective customer care techniques ▪ Personal and career development techniques ▪ Effective time management techniques ▪ Effective Persuasion and Leadership techniques ▪ Effective Business communication techniques ▪ Effective Negotiations and Agreement techniques
April 2009 to 2011	<p>Worked as librian at Kigonsera high school.</p> <p style="text-align: center;"><u>Duties:</u></p> <ul style="list-style-type: none"> • To take records of the books that are present in the library room • To arrange all books accorded

	<ul style="list-style-type: none"> • To supervise people who borrowed books in the library and ensured the books returned at right time • To ensure that the library room swept and cleaned • To order books for the academic department
March 2011- September 2011	<p>Workked as teacher at mango secondary school</p> <p style="text-align: center;"><u>Duties:</u></p> <ul style="list-style-type: none"> • To teach the students subjects like Kiswahili, Civisc , History and Geography • To prepare different s teaching materials like class handouts and notes • To prepare a lesson plan • To Supervise the sports and games for the students • To take the attendants of the students in class sessions

E: COMPUTER LITERACY

Microsoft World
 Microsoft Publisher
 Microsoft Power point
 Microsoft Excel
 Microsoft Access and Out look
 Internet, Email and
 Website design and Blog development
 Photo Editor.
 Fundamentals of computer systems and window operations

F. SKILLS

- Video production and Editing
- Music production
- Radio programming and radio presenter
- Websites designing and blog creation
- Photo Journalism
- News reporting
- Graphic designing
- Project Planning and Evaluation
- Sales Persuasions

G: AREAS OF PROFESSIONAL COMPETENCE/ AND STRENGTHS

- Academic Excellence and ability to communicate effectively (written and oral)
- Trustworthy and smart
- Sound Judgment in Administration, Open mind and creative and Ready to learn Attitude
- Responsive and Ready to face challenges and Ability to work under pressure
- Ability to work in a team and as individual with minimum supervision
- Ability to make analytical analysis based on facts, make informed decisions and work with people of different cultural and national background
- Excellent negotiation and Interpretation skills and ability to interact with a wide range of professional in the public and private sectors.

HOBBIES AND INTEREST:

- Sharing ideas with different people
- Watching TV especially a news and serious discussion
- Reading news paper, Novels
- Traveling
- Computer(Internet surfing
- Jogging and other body fitness exercises

J: REFEREES

Mr. Addo Nombo Regional Sales Executive D. Light Tanzania Limited P.O.Box 310 Songea Municipal. Mobile: +255762895853 +255625255959 Email: addofellix@gmail.com	Mr.Mohamed Uwanja Area Business Manager Greenlight Planet Tanzania Limited P.O. Box 30 Mtwara. Mobile: +255767782838 +255637410027 Email: uwanja14@gmail.com	Mr.Gasto Leo TheCountry Business Leader Star Solar Tanzania P.o.Box 33622 Dares salaam Mobile: +255754494149 +25624012149 Email: gastoleo@gmail.com
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I, **Moses Nsuha**, here undersigned, declare that the information given herein is true, complete and accurate to the best of my knowledge.

.....Moses Nsuha.....

