

MASAGA ENOS MLYASELE (CV)

PERSON INFORMATION

Nationality: Tanzania
Marital status: Single
Gender: Male
Birth Date: 05July1996.
Phone No: +255784157608.
Email: enosimasaga@gmail.com

CAREER SUMMARY

Proactive and achievement-oriented bringing positive skills and leadership experience with emphasis. Effectively in problem solving and building team work with sustained growth. Articulate communicator, natural leader and organized manager.

WORKING EXPERIENCE

Company: Sugec East Africa International Co. Ltd.
Post: Administrative and Operation Assistant
Start Date: 22Jan2022- Today

Duties,

- Monitor warehouse performance and to ensure them to wear personal protective equipment (PP-Es) during work time.
- Preparing weekly report.
- Assisting in recruiting new employees and allocate office responsibilities for them.
- Doing stock (manage inventory,supplies,re-check) and calculate the cost for importing.
- Monitor performance of the department and make sure all employees work according to his/her responsibilities.
- Ensuring effective and cardinal good relationship between various department, company stakeholders through internal meeting.
- Collaborating with other department line to ensure successful of daily operations activities.
- Preparing attendance and calculating monthly employee bonus.
- Assisting in creation and filling HR documents like offer notification,warning letter,employees contracts and company policies document.
- Keep update employees records.
- Ensure compliance with all regulatory requirements and standards related to operations.
- Assisting in supervise and support team to ensure they meeting performance goals and objectives.
- Oversee day to day operations of the company to ensure smooth and efficient functioning.

EDUCATION AND TRAINING

- **2018-2021** National Institute Of Transport (NIT).
Bachelor of Marketing And Public Relations.
- **2016-2018:** Nyarubanda High School.
**Advanced Certificate of Secondary Education
Examination(ACSEE)**
- **2011-2015:** Bulela Sec School
**Ordinary Certificate of Secondary Education
Examination(CSEE)**
- **2004-2011:** Primary school
Primary certificate.

AWARD AND CERTIFICATES.

- **2018-2019:** Awards in Vice President Leadership of NPRA(NIT).
- **2013-2015:** Awards in Prevention and Combating of Corruption Bureau(PCCB).

SKILLS.

- Excellent interpersonal, communication and presentation skill.
- Computer application skills (Microsoft office package).
- Report writing and presentation skills.
- Leadership and problem solving skills.
- Strong organizing skill, planning and listening skills.

HOBBIES AND INTEREST

- Playing Volleyball
- Reading

REFEREES

ABIHUD S SEMBOS.

Assistant Lecturer

National institute of transport (NIT)

+255654001044

abihudisembosi@yahoo.com

EASTER MWAMAFUPA

Assistant Lecturer

National institute of transport (NIT)

+255747313905

eastermwamfupa@gmail.com

MBARAKA UKASHA

Internal chief auditor

SMIDA

+255772607080

Mbaraka-liner5@hotmail.com