

CURRICULUM VITAE

A: PERSONAL INFORMATION

Full Name: Peter Loth Ndiyai.
Date of Birth: 12th JUNE 1995.
Place of Birth: Arusha.
Nationality: Tanzanian.
Sex: Male.
Language: Fluent English
Fluent Swahili
Marital Status: Single.

B: CONTACT ADDRESS

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C: EDUCATION BACKGROUND

2016 to 2018: AWARDED DIPLOMA IN BUSINESS ADMINISTRATION

At the College of Business Education (CBE) Dodoma Campus.

2014 to 2015 AWARDED BASIC CERTIFICATE IN BUSINESS ADMINISTRATION

At College of Business Education (CBE) Dodoma Campus.

2010 TO 2013: AWARDED CERTIFICATE OF SECONARY SCHOOL EDUCATION (O-LEVEL)

At Ngiresi Secondary School I was awarded Certificate of Secondary Education Examination (CSEE).

2003 TO 2009: PRIMARY SCHOOL CERTIFICATE

At Oldadai Primary School.

D: WORK EXPERIENCE

Year	Organization	Position worked
2020-2022	Turky Real-estate Company Limited	Branch Manager

- Manage and oversee all real-estate operation including leasing and tenant relation.
- Managing company projects.
- Promote, present and Sale our apartment to clients.
- Manage social media promotion accounts and prepare Promotion Contents
- Evaluate real estate opportunities and make recommendations.
- Negotiate and prepare leasing documents.
- Monitor rental income, expenses and occupancy level.
- Develop and implement strategies to maximize real estate investment.
- Manage budgets and financial records.
- Research and analyze market trend.
- Prepare and present reports to management.
- Organizing and participate on the meetings.

Work achievement

- Led a renovation project for a residential property completed on time and under budget the improvement attracted high profile tenants and boosting property value
- Successful increase occupancy rates from 20% to 98 within 14 months for a 16 units residential and commercial properties result in 78% increase in rental revenue.

Year	Organization	Position Worked
2018 - 2019.	Turky group of company	Sales Trainee

- Present, Promote and sell our services to tourist around Zanzibar Hotels.
- Establish, develop and maintain positive business and customer relationships.
- Supply management with reports on customer needs, problem, interest competitive activities and potential for new product and service

E: PERSONAL QUALITIES

- Fast learner, hard worker, self-directed and punctual.
- Self-respect and respect to others.
- Administrator with the ability to work individually and/or in a team.
- Able to work under pressure and meet deadlines.
- Proven ability to work in various situations and still maintain the sense of humor.
- Commended for excellence in innovation, creativity, organization and proactive talents.
- High level of discipline and accept challenges.

F: INTEREST AND HOBBIES

- Reading books & newspapers.
- Watching documentaries.
- Traveling and Learning.

F: SKILLS

- Effective Communication.
- Commercial awareness.
- Sales awareness and marketing skills.
- Computer application skills.
- English and Kiswahili Language Skills.
- Leadership skills.
- Problem solving skills.
- Conflict resolution
- Time management skills.

G: CAREER OBJECTIVE

- To find a challenging position to meet my competencies, capabilities, skills, education and experience.

H: VALUES

- Integrity.
- Accountability.
- Team work.
- Excellence
- Customer Focus.
- Innovation.

I: REFEREES

1. Name : Sedrick Allen Mbunda

- **Position : Director MN Advocates**
- **Mobile : +255713440026/+255767440026**
- **Email : Cedrickallan2013@gmail.com**

2 Name : Godwin Ole Meingataki

- **Position : Chief Park Warden**
- **Mobile : +255767605655**
- **Email : Olemeingataki@gmail.com**

3 Name : Frank Chubwa

- **Position : Turkys Group Human Resource Manager**
- **Mobile : +255718929620**
- **Email : Group.hr@turkygroup.co.tz**