



EZRA MANASE

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I am a hardworking and reliable person with strong ability in multi discipline areas well trained in land management and valuation, Property Management, Estate Management, Agency, Marketing, Project planning and management as well as others. I am highly organized, proactive and punctual with team-oriented mentality.

EDUCATION BACKGROUND

Ardhi University | **BSc. Land Management and Valuation**
Alpha High School | **Advanced Level Education:**
Advanced Certificate of Secondary Education Examinations

Dares Salaam, TZ | 2016-2020
Dar es Salaam, TZ | 2014-2016

Trust St Patrick Secondary School | **Ordinary Level Education:**
Certificate of Secondary Education Examinations [CSEE]

Arusha, TZ | 2010-2013

SKILLS

Communication skills

- Written and oral: English and Kiswahili

Team Management Skills

- Supervision and task delegation, motivation

Computer Application

- Microsoft world
- Excel
- Power Point

Marketing

- Sales leadership
- Digital marketing

Problem Solving

- Active Listening
- Analysis

Planning and Scheduling

- Time management
- Action prioritizing

Stress Management

- Awareness
- Rational thinking

Photographing Skills

- Photo Editing Soft wares
- Photo directing

Relationship Skills

- Emotional Intelligence
- Networking
- Empathy

EXPERIENCE

ESTATE OFFICER | *Tanzania Ports Authority* | January 30-Present

Roles

- Supervising maintenance works
- Preparing Contract for leased office space
- Physical inspections of buildings and facilities
- Other office works

VALUER | *Lipaz Consultant limited* | March 2023-Present

Roles

- Conducting valuation for mortgage purpose.
- Preparing valuation reports for clients.
- Site visitation.
- Other office works.

LAND OFFICER | *Operation data conversion project* | May 2022-August 2022

Roles

- To sort all LD Files for data conversion from hardcopy to softcopy.
- To record data in data conversion exercise.
- To prepare data base for scanned files in data conversion exercise.
- To prepare daily progress report in data conversion exercise

ESTATE OFFICER | *College of Business Education (CBE) Dar es Salaam* | December 2021-May 2022

Roles.

- Monitoring common areas for cleanliness and safety within the college compound.
- Payment of outgoings such as bills (electricity, water, elevator service charges and security charges).
- Asset verification exercise for all movable and immovable properties.
- Daily monitoring exercise of college physical properties checking for faults.
- Supervising maintenance of damaged properties such as Ac's, electric fans, water pipes, water tanks and concrete benches.

- Preparing Monthly report of all supervised work in line with the maintenance schedule.
- Attending weekly estate Meetings in order to set new goals and evaluating progress.
- Supervising renovation exercise of old structures and construction of new concrete benches.

Industrial Training -Valuer | *Ilala Municipal Council* Dar es Salaam, TZ| 2019-2020

Roles

- Conducting valuation for matrimonial purpose at Kitunda and Kipunguni Area within Ilala Municipality.
- Valuation of bare plots for properties located at Kinyerezi, Tabata and along Mongo la Ndege area.
- Preparation of valuation report for transfer purpose.
- Office works such as preparing valuation reports for matrimonial purpose.

Industrial Training-Land Officer | *Mwanza Municipal Council* Mwanza, TZ| 2018-2019

Roles

- Conducting valuation exercise for compensation purpose at Nyegezi area
- Preparation of Certificates of Right of Occupancy (CRO).
- Conducting Transfer of property rights.
- Conducted Asset Valuation for all Municipal Assets.

Industrial Training-Land Officer *Ilala Municipal Council* Dar es Salaam TZ|2017-2018

Roles

- Preparing of Certificate right of occupancy (CRO) to clients.
- Guiding clients of necessary documents and forms to be filled in order to get CRO.
- Site visitation for the purpose of boundary inspection.
- Office work.

LANGUAGES

	Speaking	Reading	Writing
Kiswahili	<ul style="list-style-type: none">Excellent	<ul style="list-style-type: none">Excellent	<ul style="list-style-type: none">Excellent
English	<ul style="list-style-type: none">Very Good	<ul style="list-style-type: none">Very Good	<ul style="list-style-type: none">Very Good

INTERESTS

Photographing	Reading	Playing
<ul style="list-style-type: none">Nature and buildings	<ul style="list-style-type: none">PapersMagazine	<ul style="list-style-type: none">FootballVolleyball

REFEREE

IS-HAKA SILIMA | *Senior Estate Officer*

College of business Education | **0656 888 153**

NESTORY E. YAMUNGU | *Town Planner*

University of Dar es Salaam | **0765 592 626**

LINUS MABULA | *FRV*

Lipaz Consultants | **0784 302 876**

CERTIFICATION

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me and my qualifications

Ezra Manase.