

MKONGOWE MAYASA MOHAMEDI

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Professional summary

I am an outgoing, confident and very ambitious individual looking forward to growing my career and gain further experience in the employment market with the ambition of working with other people as I genuinely enjoy doing so. I am hardworking, open minded, a fast learner and good communication and interpersonal skills, self-motivated, critical thinker, good time management skills, good team player.

Skills

- Teamwork
- Computer Internet
- Customer service
- Marketing
- Microsoft Office (word, excel)
- Good communication

Education

Bachelor of Arts: Language Studies Nov 2020 – Present (Exp Sept 2024)
University of Dar es salaam – Dar es Salaam, Tanzania

GCSEs/A levels: HKL May 2017 -June 2019
Tanga Technical School Centre -Tanga, Tanzania

- Certificate of Advanced Level Education.

GCSEs/O levels: Business Jan 2013 - Nov 2016
Mkwakwani Secondary School - Tanga, Tanzania

- Certificate of Ordinary Level Education.

Primary Education: Jan 2006 - Oct 2012
Majani Mapana Primary School - Tanga, Tanzania

- Certificate of Primary Education.

Experience

Bayport Tanzania Loan Department
Assistant Loan Officer

August 2019

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- Providing customers with access to credit
 - Insurance
 - Savings and transactional capabilities.
 - Loans
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Tanga Kunani FM
Field Trainee

August 2022

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- News Editing
 - Radio Presenting
 - Proof reading
 - News Auditing
 - News Reporting
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Dodoma Cement Company Limited Administrative Office
Assistant Administrator

October 2023

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- Answering and directing phone calls.
 - Organizing and scheduling appointments.
 - Planning meetings and taking direct minutes.
 - Supporting visitors and customers.
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References

Leonard Cyprian Miyedu
Project and Administrative officer
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