

# VANESA H. MGALA

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## OBJECTIVE

In this fast-paced ever growing economy, where nothing but excellency is required I intend to make the best use of my professional knowledge, experience, personal skills and capabilities to add value to the company and the society at large.

## PERSONAL PROFILE

My name is Vanesa H. Mgala. I am a Tanzanian youth with a Bachelor Degree in Metrology and Standardization seeking for a position to further develop my professional skills and experience. I am commercially driven, that is I understand that I have to complete given tasks accurately and fast. With that I have worked my way out in developing necessary skills such as problem solving techniques, active listening and analytical thinking that will support my intentions such that the effort I put in leads to positive impact. I also take responsibility for my professional development so as to bring great returns for my compensation.

## EDUCATION

YEAR	INSTITUTION ATTENDED	AWARDS
2019-2022	College of Business Education	Bachelor in Legal and Industrial Metrology
2017-2019	Barbro-Johansson Model Girls Secondary School	Advanced level secondary education
2013-2016	Jitegemee Secondary School	Ordinary level secondary education
2006-2012	Chang'ombe Demonstration Primary School	Primary level education

## **SKILLS AND ABILITIES**

### **UNITY AND STANDARDS**

- Calibration and traceability of standards
- Construction, maintenance, handling and testing of standards as stated by ISO.

### **ANALYTICAL SKILLS**

- I assisted in increasing sales at the retail store I worked for by analysing and examining its data. I suggested a new strategy which led to increase in the number of customer who visited the store and increased the sales by double.

### **GOOD COMMUNICATION SKILLS**

- I composed and submitted professional written content without being biased or ambiguous when I wrote reports as a Weights and Measures officer. I also led engaging presentations when I presented my reports.
- I can follow instructions and ask questions if I need to.

### **COMPUTER APPLICATION IN MICROSOFT OFFICE**

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint

### **LANGUAGE**

- English
- Swahili

## **EXPERIENCE**

**JANUARY 2023-JUNE 2024**

### **SALES OFFICER- DAPPER AND DELUXE**

#### **➤ MY DUTIES**

- Made and recorded purchases on a day to day basis where I got to build my sales and customer care skills.
- Performed inventory management by tracking stock levels and ordering products from suppliers.
- Demonstrated strong analytical skills by constantly monitoring the data and working on where to improve.

**JULY 2022– OCTOBER 2022.**

### **INTERN-WEIGHTS AND MEASURES OFFICER- WEIGHTS AND MEASURES AGENCY**

#### **➤ MY DUTIES**

- Conducted surveillance inspections and verification on the sale of goods including pre-packed goods and farm produces.
- Rejected and ordered to be corrected, replaced, or removed those measuring instruments that are found in the market used in commerce, agriculture to be incorrect which helped me in my decision making skills.
- Implemented the law on measurement solutions through interactions with individual businesses which helped my confidence in my communication and listening skills.
- Assisted research, filling, data entry, recording and maintaining accurate and complete financial records.

**JULY 2021-OCTOBER 2021**

### **INTERN- SBC PEPSI – QUALITY ASSURANCE OFFICER.**

#### **➤ MY DUTIES.**

- Ensured the quality of the produced contents by using the principles of standards and measurements which sharpened my standards skills.
- Measured and maintaining water purity level.
- Checked, noted and evaluated the level of microbes around production area.

**JULY 2020-OCTOBER 2020**

**INTERN- TAZARA WORKSHOP- CALIBRATION OFFICER**

➤ **MY DUTIES**

- Performed all aspects of metrology activities including calibration, repair, & certification of precision electronic and mechanical test on measuring instruments.
- Maintained and updated documentation on database for maintenance, calibration results and calibration procedures

**REFEREES;**

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