

# **GEORGE LUCAS LINJE**

**lukacgeorge037@gmail.com**

## **PARTICULARS.**

**Name** : George Lucas Linje  
**Marital status** : Single  
**Sex** : Male  
**E-mail** : lukacgeorge037@gmail.com  
**Telephone** : +255 688 747 045 /+255 762 646 960  
**Nationality** : Tanzanian  
**Date of birth** : 09/ 02/ 1999

## **PERSONAL PROFILE STATEMENT**

Hardworking and motivated, who is self driven, resourceful, energetic, passionate and experienced in sales. I acquired extensive knowledge the field through participating in sales, marketing, digital management skills and experience on implementing system improvement to increase productivity in various organizations.

## **EDUCATION BACKGROUND.**

<b>DURATION</b>	<b>INSTITUTE ATTENDED</b>	<b>AWARD</b>
2019 - 2022	University of Dar es salaam	Bachelor degree of public administration
2017 - 2019	Ndanda Secondary School	Advanced Certificate of Secondary Education (ACSE)
2013 - 2016	Mbemba Secondary School	Certificate of Secondary Education(CSE)
2006 - 2012	Amani Primary School	Certificate of Primary Education

## **COMPETENCES AND STRONG SKILLS.**

- Proficient on Microsoft office suite (Word, excel and power point)
- Excellent attention to detail and accuracy in data entry and document preparation
- Sales and marketing skills
- Digital marketing and management skills
- Strong organizational and time management skills
- Strategic planning and administration
- Strong verbal and written communication skills

## **WORKING EXPERIENCE.**

Administrative assistant (Practical training) - Julius Nyerere international convention center, 2021

- Preparing proforma invoices to the clients
- data entry and documents preparation
- maintaining and ensuring files and documents be in safe place

Assistant public relations officer (internship 3 month's) - University of Dar es salaam (Aug 2022 to Nov 2022)

- Provide high customer service to guests
- participating in social media content creating
- Taking photos from different events
- Maintain good table/chair arrangement and well cleaned

Cluster sales supervisor - Vodacom Tanzania - Chalinze ( 2022 to Jan 2024 )

- Raising revenue within the allocated cluster
- 360° supervision of the cluster.
- Preparing reports to be submitted to The Territory manager.
- Scheduling meetings and route planning
- Drafting plans to be followed to raise sales
- Training the sales Team on product and service awareness
- Training, coaching and tutoring junior sales supervisors.

## **TRAININGS AND CERTIFICATION**

- Introduction to digital journalism (REUTERS 2021)

- Digital trust opportunity (DOT 2022)
- Comprehensive sexuality education (UNESCO and UDSM 2022)
- Generation empower cohort 2 (GENEM and UDSM 2022)

**LANGUAGES** - English and Swahili

## **PROFESSIONAL MEMBERSHIP**

- ❖ Tanzania Youth philosophy forum
- ❖ UDSM Gender Club
- ❖ UDSM UN chapter

## **ADDITIONAL INFORMATION**

- Technical skills - photographing and photo editing.
- Computer proficient - Microsoft office package includes word, PowerPoint, excel and google office
- Digital marketing - social media management and Online business management.
- Social media influencer ( content creator ) - in all social media includes Twitter, Facebook, Instagram, LinkedIn,

## **REFEREE AVAILABLE ON REQUESTS.**

Prof. Bernadetha Kilian.

DVC research - University of Dar es salaam

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