



CURRICULUM VITAE

- **PERSONAL DETAILS**

- **Name: Amina Bashir**
- **Address: Temeke -Dar es Salaam**
- **Tel No: +255620151284/+255765181765**
- **Email;missaminabashir22@gmail.com**
- **Date of Birth: 18thApril 1995**
- **Nationality: Tanzanian**
- **Marital Status: Single**
- **Health: It's good and have suffered no serious illness or injury and am not receiving any medical treatment at this time**

- **EDUCATION**

- **2018 Studied a Therapist course at Lotus spa Impala**
- **2015-2016 Studied certificate in Public Administration at KAMPALA INTERNATIONAL UNIVERSITY**
- **20013-2014 Studied certificate in banking and finance at INSTUTE OF FINANCIAL MANAGEMENT**
- **2013 Studied computer at GLOBAL TRAINING COLLEGE**
- **2009-2012 Completed primary education at KIBAHA ENGLISH MEDIUM PRIMARY SCHOOL**

- **AWARDS**

- **2018 Certificate of Beauty Therapist at Lotus spa Impala**
- **2016 Certificate of Public Administration at Kampala International University**
- **2013 Certificate of Computer Studies at Global training college**
- **2012 Certificate of Anticorruption Member at Korogwe girls secondary school**
- **2012 Certificate of Secondary education at Korogwe girls secondary school**
- **2009 Certificate of Primary education at Kibaha English Medium Primary School**

WORK EXPERIENCE

- **2022-2023 worked as Administrative Assistant at Energy and Telecoms T Company**

JOB DESCRIPTION

- **Maintain, organize and order general office supplies etc.**
 - **Book travel arrangements for executive stuffs.**
 - **Answering and directing phone calls.**
 - **Scheduling appointments and meetings.**
 - **Maintaining contact lists.**
 - **Provide general support to visitor.**
 - **Tender update and follow up.**
- **January 2022-June22 worked as Sales Associate at Hope Holding Company Limited**

JOB DESCRIPTION

- **Greeting customers.**
 - **Engaging with Customers through sharing the product knowledge.**
 - **Selling to customer needs.**
 - **Answering customer questions and concerns.**
- **2020-2021 worked as Marketing Assistant at Joblona Investment**

JOB DESCRIPTION

- **Assist promotional activities**
 - **Assist on Market research**
 - **Communicating with external creative service providers.**
 - **Social Media Management**
- **2018-2019 worked as a Regulatory assistant at Vital Supplies Limited Company.**

JOB DESCRIPTION

- **To ensure that the company including all retail stores complies with operating procedures at the pharmaceutical level such as the act you will be observing the company tracking day for all required regulations in all stores.**
- **To assist the regulatory manager in evaluating new products and participating in TFDA registration.**
- **Mediator between the company and regulatory bodies and also update our external suppliers on internal regulations as may be seen from time to time.**

- Corresponding to the company about all control matters as per instructions from the control manager.
 - To maintaining the status of all registered products and this should be given high priority.
 - To ensure that invoices / receipts made by producers / applicants are identified and sent to the relevant companies and the origin is closed.
 - To ensure that the import permit is in place and ensure that all imports are made in accordance with government laws and regulations and guidance from your supervisor.
 - To prepare and submit a monthly import report to the control manager.
 - To request for Profoma invoices from manufacturers in a timely manner application to comply with TFDA import permit.
 - To make sure all shipping documents are in order; before the shipment reaches the port inform the warehouse staff on the day of receipt of the load so that they can arrange for storage and unloading people.
 - To make sure all product permits are updated with prompt monitoring if they are about to expire to avoid losses, such as penalties or restrictions on selling cargo.
- 2017 December to 2018 may worked as a Receptionist at Spa Darama Thai Company.

JOB DISCRPTION

- Managing the customer's appointment.
 - Warmly welcome customers upon their arrival.
 - Update client records with contact details and treatments received.
 - Provide advice on makeup products and techniques based on each client's requirement.
- 2013 -2014 working as Receptionist at Trends Company

JOB DISCRPTION

- Welcoming and directing the visitors.
- To notify company personnel by visitor's arrival.
- To maintains security and telecommunications system.
- To informs visitors by maintaining employee and department directories.
- To maintain security by following procedures, monitoring log book, and issuing visitor badges.

- Operates telecommunication system by complying with procedures, rules, and regulations.
- Supports continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.

HOBBIES & TALENTS

- Reading, Studying, writing & Learning
- Leading, Dancing & Swimming.
- Cooking.

• DECLARATION

- I hereby declare that the above information it's true to the best of my knowledge and belief and I bear the responsibility for the above mentioned particulars. Thank you

• REFEREES

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