

PERSONAL CURRICULUM VITAE& BIODATA

PERSONAL PROFILE

I'm a degree holder in Tourism and cultural heritage able to work in any field concern my career. I'm also a friendly and approachable disposition and possess good listening and learning skills. Acceptable oral and written English with well-trained hardworking discipline. Am a computer literate.

PERSONAL INFORMATION

- Surname : MIHAYO
- First Name : DORIS, ALBERT
- Gender : FEMALE
- Date of Birth : 23/05/1996
- Nationality : TANZANIAN
- Contact Phone : 0745565671/0678-655656
- E-Mail : dorisalbertmihayo@gmail.com
- Language : FLUENT IN ENGLISH & SWAHILI

EDUCATION PROFILE

YEAR	SCHOOL/COLLEGE	AWARDS
2019 – 2016	UNIVERSITY OF DODOMA (UDOM)	DEGREE OF BACHELOR OF ARTS IN TOURISM AND CULTURAL HERITAGE
2016 - 2014	IGOWOLE SECONDARY SCHOOL	ADVANCED CERTIFICATE OF SECONDARY EDUCATION
2013 - 2010	HIGHVIEW SECONDARY SCHOOL	ORDINARY CERTIFICATE OF SEC. EDUCATION
2009-2003	G/MBOTO JESHINI PRIMARY SCHOOL	PRIMARY CERTIFICATE

WORK EXPERIENCE

1. DODOMA CITY COUNCIL:

July 16, 2017-August 31, 2017-

- Receptionist
- Cultural officer

2. PLATINUM CREDIT LTD

July 20, 2019-October 30, 2019-

Duties and responsibilities

- Sales Representative – Dar es salaam

3. DAR ES SALAAM ZOO

November 1, 2019-December 15, 2019

Duties and responsibilities

- Receptionist
- Tour operator

4. URHOME COMPANY LIMITED

December 16, 2019 – March 31, 2023

Duties and responsibilities

- Documentation
- Office administrator
- Financial assistance

5. VELLMAX GROUP

May 1, 2023 -July 31, 2023

Duties and responsibilities

- Front desk
- Clerk position

6. AIRTELL TANZANIA

September 1, 2023-current

Duties and responsibilities

- Sales executive

COMPUTER LITERACY

- Microsoft word
- Microsoft excels
- PowerPoint
- K3
- Tally

SKILLS, COMPETENCE AND ATTRIBUTES

- Well-developed communication skills
- High level of integrity
- Strong conceptual thinking ability
- High level of interpersonal skills
- Proven sense of duty, possess high level of motivation efficiency and ability to meet any objectives

CARRIER OBJECTIVE

To minimize my potential while climbing the corporate ladder, attaining status through experience in office management to benefit the company institution/organization and society at large.

REFEREES:

1. ALEX ADAM MLEMBA,
SENIOR ACADEMIC MASTER,
IGOWOLE SECONDARY SCHOOL,
P.O BOX 29, MUFINDIIRINGA,
MOB: 0683203270, Email:
mlembaalex@gmail.com.
2. DR. MANSWEAT CRESCENT MASINDA, CAMPUS MANAGER,
NATIONAL COLLEGE OF TOURISM,
P.O.BOX 6127, ARUSHA, MOB:
0755496457, Email:
sweatian@gmail.com.
3. DESDERY KUZENZA, CULTURAL OFFICER,
DODOMA CC,
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0788824252, Email:
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