**REASUME**

**A:PERSONAL PARTICULARS:**

1. Full name : Albert Walter Marandu,
2. Date of Birth : 05/11/1997,
3. Nationality : Tanzania,
4. Marital status : Single,
5. Present address: Ubungo Dar es salaam Tanzania,
6. Phone number : +255762613452,
7. Email address : marandualbert@gmail.com.

**B: ACADEMIC QUALIFICATION AND CAREER DEVELOPMENT:**

* National board of accountants and auditors Tanzania (NBAA) - Accounting technician

2025.

* National institute of Transport Tanzania (NIT ) - Diploma in accounting

And finance.

* Moshi technical canter - Advanced certificate of

Secondary education 2017.

* Darajani secondary school - Certificate of secondary

Education 2014.

* Primary education - Certificate of primary

Education 2010.

**C: WORK EXPERIENCE:**

1. Sales and marketing consultant at East African commercial and logistics canter (Lihang group) Ubungo Dar es Salaam from 2 August 2023 to 3 Agust 2024.

To performing sales and marketing strategy to east African commercial and logistics canter as follows.

1. Market research by analysing customers needs and competitor activities.
2. Planning and executing marketing campaigns across various channels like social media, email, and print adverts.
3. Branding management by ensuring consistent brand messaging and maintaining the company image.
4. Performance analysis by using analytical measures to measure the effectiveness of marketing efforts and making data driven adjustment.
5. Feedback loop by providing feedback from customers to help marketing refine their strategies and campaigns.
6. Joint initiatives through collaborating on events promotions and other initiatives to maximize impact.

2. Volunteer as Personal assistant of students and staff with disabilities at university of Dar es salaam, from 3 November 2022 to 12 July 2023.

Assisting students and staffs with disabilities at university of Dar es salaam in ,

1. Accessing learning and reading material through online and readings
2. Support student and staffs with disabilities in application of Microsoft word and other computer and ICT materials

3 .Store keeper at Tanzania JD manufacturing company limited Dar es Salaam from 2021 up to 2022.

To managing the inventory and ensuring the smooth operation of the ware house. Here are key responsibilities performed.

1. Maintaining accurate record of inventory levels, stock movements, and transaction using inventory management software.
2. Monitoring stock levels and reordering supplies as needed to maintain stock levels.
3. Conducting regular stock counts and reconciling discrepancies between physical stock and system records.
4. Picking packing and preparing orders for delivery or shipment to customers
5. Coordinating with supplier’s freight forwarders and logistics providers.
6. Ensuring compliance with health and safety regulations and procedures.
7. Tracking documenting and resolving any discrepancies on received orders.

4. Assistant accountant at Moshi municipal council 6 January 2020 up 3 March 2021.

Responsible in performing the following accountant and finance duties,

1. Preparing service levy, business license and rent for municipal hired stalls bills by local government revenue collection portal.
2. Recording payments made for car parking toll market revenue collection and other on the local government revenue collection portal.
3. Emphasising payments of municipal revenues to Moshi municipal citizens.
4. Preparing permits for different activities which requires permit by local government revenue collection system.
5. To check the validity of receipts of payment made by customers to Moshi municipal council.

**D: COMPITENCIES:**

1. Accounting and finance managements.
2. Business administration.
3. Working under high pressure.
4. Working under low supervision.
5. Working and interacting with peoples with disabilities.
6. Warehouse and inventories managements.
7. Transportation activities.

**E: SEMINERS AND WORK SHOP ATTENDED:**

1. Tanzania skills empowerment (TASE).Positive perspective Which covers on positive self-esteem ,intelligence, goal focus and aggressiveness (2017)
2. Centre for disabilities Servicers University of Dar es salaam Computer and its application on Microsoft word micro excel power point and internet and emails training course (2024).

**F: LANGUAGE PROFICIENCY:**

Fluent in English and Kiswahili.

**G: REFEREES:**

1. Mr Jerome Mbago, coordinator centre for disabilities servicers university of Dar es salaam

Phone +255755367646

1. Mr Romanus Mapunda, Lecture at National Institute of Transport (NIT)

Phone +255719589955

1. Mr Walter Marandu ,vetenary officer at Moshi district

Phone +255754390107

1. Mr Eliasi Kidundo,Assistant accountant Moshi municipal council

Phone +255655974527.

1. Mr Wang xiang Yu,director east African commercial and logistic centre

Phone +255743233333.

I certified that all information stated on this resume is true and complete to the best of my knowledge. I authorised the institution or its agent to verify the information provided in this resume.