



ELIASI PHILIPO

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Objectives

I am self-confident and well determined person hard working with high creativity, quick learner, goal oriented and team work player. I am capable of working under minimum supervision with high integrity and applying professional skills throughout the work and yet deliver the best.

Passionate content strategist in research, writing and editing broad range of content. Proficient in online content design, user experience research and solutions, and working quickly to produce exceptional deliverables. Works independently to write interesting, clean and clear copy. Excellent communication talents, relationship building skills, performance under pressure and judgement within tight deadlines.

Professional Driver offering over 1year of experience completing daily delivery tasks on time and safely. Knowledgeable in efficient routes within assigned territory. Skilled at following traffic laws and maintaining top-quality client services.

Education

•Morogoro Teachers college, Tanzania 2016 – 2017

Advanced Certificate Secondary Education (ACSEE)

Field of study - (History, English, and Kiswahili)

•Morogoro secondary school Centre, Tanzania 2015 -2016

Certificate of Secondary School Education (CSEE)

• **Hekima primary school, Tanzania** 2003 – 2009

Primary Level School Education (PLSE)

Working Experiences

NATIONAL BEAUCRACY OF STATISTICS (NBS) . 2022 (July - September)

Population and settlement census 2022

Position

Clerk

- Gathered informations on population and settlement, a data which will be used in national Social, economic plans

SINOTAN TRUCK COMPANY LTD. January 2022 - march 2022

Sales/delivery

- Delivery various HOWO and FAW spare parts in different logistic companies.
- Delivery tax invoices, EFDA receipts and sales order
- Conducting collection of sample of spare parts from different clients

LULU NZURI FOUNDATION - July 2019 – October 2019

Duties

Content writer.

- ▪ Gathered information from staff to produce relevant content based on current activities and organization updates.
- ▪ Produce clear and concise creative briefs outlining project objectives and requirement for Organization programs.
- ▪ Brainstormed creative methods to relate a target demographics.
- ▪ Translating documents from English to Swahili and Swahili to English to

make accuracy information for both languages, English and Swahili Users.

REBEK COMPANY LTD - 2016 - 2017

Supervisor name : Renatus B Kiwale

Contact : +255 755418625

Job title: part time

Duties

Clerk

- Met tight schedules and deadlines for illustration projects.
- Organized files for data merging and script use.
- Worked successfully with diverse group of coworkers to accomplish goals and address issues related to our products and services.
- Prioritized and organized tasks to efficiently accomplish service

SOUTHERN SUN HOTEL UNDER QHP PROJECTS - 2015

Position

Team leader.

Duties

- Relationship building and problem solving within a team work.
- Taking order from management to ensure packing relevant items that should be going to warehouse for retention and fixities.
- Followed staffing strategies to achieve production goals.
- Performed various troubleshooting tasks to address assembly issue.

Skills

Computer skills (Microsoft office applications)

Safety-focused

Reliable and trustworthy

Communication

Multitasking

Driving

Writing, editing and publishing

Leadership

LANGUAGES

1. Kiswahili – Native

2. English - Professional

HOBIES AND INTEREST

- Reading book
- , watching movie, and breaking news.

REFEREES

BLACIA.B. KIWALE

Position: LAND SURVEYOR

Institution: City council

Phone: +255715547076

E-mail: blessmary.bm@gmail.com

DENIS.L. BANZI

Position: POLICE PC.

Institution: Ministry of home affairs

Phone: +255717651785

E-mail. : banzidenis91@gmail.com

CATHERINE. J. MGALULA

Position: Branch operator

Institution: NMB Bank

Phone: +255 758 713 998