

CURRICULUM VITAE

1. PERSONAL INFORMATION

- ❖ **SURNAME : SARIA**
- ❖ **MIDDLE NAME : GODSON**
- ❖ **FIRST NAME : JACKSON**
- ❖ **NATIONALITY : TANZANIAN**
- ❖ **DATE OF BIRTH : 19/09/1988**
- ❖ **PLACE : KILIMANJARO**
- ❖ **SEX : MALE**
- ❖ **RELIGION : CHRISTIAN**
- ❖ **MARITAL STATUS : MARRIED.**

2. CONTACTS

- **PERMANENT ADDRESS: P.O. BOX 394,
MOSHI.**
- **PERSONAL MOBILE PHONE: 0683 989 633**
- **E-mail: sariajackson2013@yahoo.com**

3. EDUCATION BACKGROUND

| <u>NAME OF INSTITUTION</u> | <u>DURATION</u> | <u>AWARD</u> |
|-----------------------------------|------------------------|---|
| College Of Business Education | 2010-2013 | Bachelor Degree In Marketing |
| Majengo Secondary School | 2008-2010 | Advanced Certificate Of Secondary Education |
| Marangu Secondary School | 2003-2007 | Certificate of Secondary Education |
| Uwanja wandege primary school | 1996-2002 | Certificate of Completion Primary Education |

4. WORKING EXPERIENCE

- **Sales executive at NDUVINI AUTO WORKS LTD. From October 2013 up to January 2015.**

Responsibilities:

- Receive and fill telephone orders for parts.
- Fill customer orders from stock and place orders when requested items are out of stock.
- Determine replacement parts required according to inspections of old parts, customer requirements or customer descriptions.
- Examine returned parts for defects and exchange defective parts or refund money.
- Advise customer on substitution or modification of parts when identical replacement is not available.
- Measure parts using precision measuring instrument, to determine whether similar parts may be matched to required size.
- Place new merchandised on display.
- Pick up and deliver parts.

- **Marketing officer at AKIBA COMMERCIAL BANK PLC-Moshi Branch from January 2015 up to September 2015.**

Responsibilities:

- Coordinate with other department of the bank and develop various marketing strategies and plans to boost up sales and profit.
- Increase sales of the bank to make it profitable, maintaining its brand value and identify among prospective customers.
- Taking care of advertising and social media.

- Under taking marketing campaigns and organizing market events and promotional activities.
- Preparing advertising budgets and coordinating with agencies.
- Managing press releases, bulletin board ads and other similar tasks.

➤ **Loan Officer at AKIBA COMMERCIAL BANK PLC – Moshi Branch from September 2015 up to May 2018.**

Responsibilities:

- Approve loans within specified limit and refer loan application outside those limits to management for approval.
- Meet with applicants to obtain information for loan applications and to answer questions about the process.
- Analyze applicant's financial status, credit and property evaluations to determine feasibility of granting loans.
- Explain to customers the different types of loan and credit options that are available as well as the terms of those services.
- Obtain and compile copies of loan applicant's credit histories, corporate financial statements and other financial information.
- Review loan agreement to ensure that they are complete and accurate according to policy.

➤ **Sales Executive at COPY CAT TANZANIA LTD. From May 2018 up to now.**

Responsibilities:

- Build business by identifying and selling prospect.
- Maintaining relationship with clients.
- Sells products by establishing contact and developing relationship.
- Prepares reports.
- Maintain quality of services.
- Identifies product improvement or new product.

➤ **District Customer Relation Officer at TANESCO-KYELA. From September 2019 to October 2023.**

Responsibilities:

- To provide quality services to the customers to ensure their needs are timely and effectively attended.
- To ensure all reported or documented technical faults (Temporary Breakdown) are closed and follow-up of the open issues and individual customers are done timely to ensure minimal complain and effectiveness of our service to clients.
- To handle all customer care issues at the region and become the official first point of contact with a customer to ensure no issues lay unattended and all complaints and cases are closed in the minimal time with less interruption to a customer.
- To deal with customer service survey feedback to ensure excellent customer care services is given to our clients and their needs are responded timely.
- To regularly and timely update customers in the region on issues regarding our services such as products and services; planned and unplanned maintenance.
- To advice Regional Customer Relation Officer on all customer care issues at the region to ensure, value and quality services are provided.

5. SPECIAL SKILLS:

- I am well versed in Microsoft Office application, and regularly conduct mail merges in word, create attractive mult-media presentation in power point, and manage budgets and time sheets in Excel.
- Car driving with a driving license class E.

6. PERSONAL QUALITIES/PROFILE:

Hardworking with minimum supervision, goal oriented, creative and Innovation achievement oriented

7. HOBBIES

- ✚ Watching TV especially National and International News, Movies and Drams
- ✚ Reading different books of my field, News papers and Novels
- ✚ Traveling in different areas.

8. CURRENT/PRESENT

Since September, 2019 up to October 2023; I am working as a District Customer Relation Officer at TANESCO – KYELA.

9. REFEREES:

Name : SELESTINE A KINABO.

: TANESCO - KELA.

Title : DISTRICT MANAGER

Address : P.O.BOX 189; KYELA - MBEYA.

Mobile : +255 756 834 034/ +255 717 690 601.

Name : YASIR SHAIKH.

: THE COPY CAT TANZANIA LTD

Title : REPOGRAPHICS EXPERT.

Address : P O. BOX 1599, DAR ES SALAAM.

Mobile : +22 2165555 +255 687 014 623.

Name : ROGERS MASOLWA.

: AKIBA COMMERCIAL BANK PLC

Title : BRANCH MANAGER- MOSHI,

Address : P.O.Box 669; MOSHI.

Phone : +255 27 2751069; +255 787 212 849.

Name : N. DINENDRA.

: MFI DOCUMENT SOLUTIONS LTD.

Title : Head of SME Department

Address : P.O.BOX 3444; DAR ES SALAAM, TANZANIA.

Mobile : +255 22 2182602/ +255 774 033 600.

I, Jackson G. Saria, declare that, this information is correct and true.

Date

Signature

01/11/2024

jsaria.

Kindly please; if you will shortlist I please notify me three days before interview day.