**CURRICULUM VITAE**

**PERSONAL DETAILS**

FIRST NAME: Perpetua Kulwa Ncheye

DATE OF BIRTH: 11th December 1992

GENDER: Female

NATIONALITY: TANZANIAN

LANGUAGE: English & Swahili advance

E-MAIL ADDRESS: pncheye@gmail.com

CONTACT NUMBER: +255 719 717 092

**SKILLS**

* Innovative, creative and results oriented.
* Dependability.
* Ability to deliver within a stated time frame
* Multitask.
* Active listening.
* Computer skills.
* Customer service.
* Effective communication.
* Teamwork.
* Time management.

**EDUCATION BACKGROUND**

October 2013 - 2016: Successfully completed Bachelor of Science in Fashion and

Apparel Design at Acharya College (India).

March 2011 – March 2013:Successfully completed Advanced Certificate of Secondary Education at Baobab Secondary School, Bagamoyo.

January 2008 – October 2011:Successfully completed Certificate of Secondary Education at Baobab Secondary School, Bagamoyo.

March 2011 – March 2013: Successfully completed Advance Certificate of Secondary Education at Baobab Secondary School, Bagamoyo.

2015 - Textile Export and Import Conference in Bangalore, India

**WORK EXPERIENCE**

**Administrative Officer (Internship) MACRO TECH (T) LTD 2018-2019**

* Ensure a safe workplace for all employees and visitors.
* Develop and maintain office filing system
* Manage general office duties including answering phones, mail, and general typing.
* Order office supplies.
* Maintain contact lists.
* Monitor inventory of office supplies and the purchasing of new materials with attention to budgetary constraints.
* Organize and schedule meetings and schedule.
* Provide general support to visitors.
* Provide information by answering questions and requests.
* Write emails on behalf of other office staffs.
* Cover the reception desk when required.
* Resolve administrative problems.
* Greet and assist visitors to the office.
* Handle sensitive information in a confidential manner.
* Arranging/attending meetings and social events.
* Update and manage employee files and database.
* Carry out administrative duties such as filing, typing, copying, and scanning.

CREATIVE AND PURCHASING MANAGER AT GOOD TANZANIAN APPARELS (2020-2021)

* Evaluate trends, assess new data and keep up-to-date with the latest marketing techniques .
* Assist clients in resolving issues by responding to questions in a timely and professional manner.
* Shape brand standards and create procedures to ensure all products are brand appropriate.
* Develop exceptional and well-crafted copy that meet clients’ requirements.
* Attend trade shows and exhibitions to stay up-to.
* Prepare reports on purchases, including cost analyses.
* Monitor stock levels and place orders as needed.
* Maintain updated records of purchased products, delivery information and invoices.
* Negotiate contract terms of agreement and pricing.

**REFEREES**

1. Mr. Winkle Tryford

Civil Engineer at Caec Company, Kibaha Branch,

Tel: +255 620406647

Email: Wpt9189@gmail.com

1. Mr. Joseph Charles Mtani

Administrator in Accounts Receivable at Premier Care Clinic Ltd.

 +255653886509

P. O. Box 5830, Dodoma

Tel: +255 714 958 577

1. Emmanuel Danielson Kitillah

Senior Application Administrator

Access Bank Tanzania Head Office

Mob: +255 714285877 / 0677004161

E-mail: emmerdekit08@gmail.com