

CURRICULUM VITAE

CAREER OBJECTIVE

To secure a challenging position in a reputable organization so as to not only expand my learning, knowledge and skills but also to seize the opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company through customer satisfaction and customer experience.

PERSONAL PROFILE

Date of Birth: 05th JULY 1996

Nationality: Tanzanian

Gender Male

Contacts: Mobile: +255-784157608

Email: enosimasaga@gmail.com

EDUCATION BACKGROUND

Oct 2018 -Nov 2021: Bachelor of marketing and public relations.

Institution: National institute of transport

June 2016 -May 2018: Advanced Certificate Of Secondary Education (ACSE)

Institution: Nyarubanda High School

Jan 2011 -Nov 2015: Certificate of Secondary Education (CSE)

Institution: Bulela Secondary School

CURRICULUM VITAE

WORK EXPERIENCE

Working with; **Nanjing Co. Ltd.**

Post ; **Accountant.**

Duration: 2023 To present.

- Handling and depositing cash into the bank.
- Maintain debtor ledger.
- Calculating the cost of imports and records keeping.
- Calculating and submitting monthly SDL and PAYE with registration its payment.
- Submitting monthly return to the TRA portal.
- Recording and printing of delivery notes and EFD receipts for the goods sold.
- Performing clerical duties such as photocopying, printing, scanning, filling of office documents on their respective files

Working with **Sugec (East Africa) International Trading Company Limited.**

Post **Marketing and administrative assistance.**

Duration: August 2021-2023

- Supporting marketing executives in organizing various activities
- Conducting marketing research and analysing our market demand and trend by identifying key opportunity for innovation.
- Communicating directly with clients and encourage long lasting relationship with them.
- Application and renewing of Business License, Work permit through BRELA, MUNICIPAL, TIC, and other government agencies...
- Contacting and making all other negotiation with agents responsible for our cargo and making sure the containers arrive in our company on time from port
- Recording details on the new containers arrived and calculating on the costs so as to match with the cost on importing the goods then entering them on system.
- Checking on the stock quality and escalating any discrepancies to suppliers and management.
- Processing the order rrecording and printing of delivery notes and EFD receipts for the goods sold.
- Performing clerical duties such as photocopying, printing, scanning, filling of office documents on their respective files.
- Updating inventory and managing stock levels by stock taking and Identifying the organizations purchasing need and place order.
- Checking on company environment and making sure we are observing rules and regulations from OSHA, FIRE and NEMC for everyone's safety.
- Assisting on recruitment of new employees.

PERSONAL SKILLS

Good communication and writing Skills

I can see this on how I share information and create a better understanding of situation and people. This helps me to connect with my colleagues, friends, customers, bosses. It makes workplace be a better as it is easy to engage and form great teamwork which also boost my productivity.

Computer skills

CURRICULUM VITAE

I acquired the knowledge and skills of Microsoft programs through the theory and practical part of the course respectively. I continued to master and improve the skills by putting them into practice during preparation of various projects and assignment. I also use Excel, Word.

Negotiation skills

This when I perform necessary agreements with suppliers, customers or even the work colleagues. You need to have ability to strike an effective deal in a handful way. And it happens my agreements have enormous pay-off in different scenarios.

Planning skills.

I acquired this through the budget I prepared for the company, I made sure the cost are minimized and we all came into line and achieve company's goal. Also planning on dates to order products and making sure the order arrives on time from our suppliers so as to run out of stock.

Analytical and problem-solving skills.

I acquired this skill through strategic management and Research courses attended during my studies at the National institute of transport NIT. Through the courses I was able to properly identify a problem in a society, collect relevant data, establish a causal-effect relationship of the collected data and finally come-up with a possible solution to the problem.

Organizational and interpersonal skills

Developed and advanced through academic studies and exposure through field practice by performing different multiple skills. Also, the ability to build successful relationships with people such as clients and my fellow colleagues of which made my working and studying environment more comfortable.

Leadership skills.

The roles you play makes you a leader. I had to adapt and act one so as to make a good example. I have ways to delegate my team so as we succeed. As a leader I have to make decision on behalf of my team and make sure we achieve or solve the problem that we are facing. As a team we face success or crisis together.

MEMBERSHIP

| | |
|---------------|------------------|
| Member Group: | PRST |
| Year: | Oct 2018 present |

REFEREES

CURRICULUM VITAE

1. **NAME:** Paul Victor Mapunda.
POSITION: Managing Director
COMPANY: Tanzazone company Ltd
MOBILE NO: +255767616718
P.O BOX: 1082 Dar es salaam.
EMAIL: paulvictor1777@gmail.com
2. **NAME:** Mbaraka Ukasha
POSITION: Internal Auditor
COMPANY: Smida
MOBILE NO: +255772607080
P.O BOX: 7079 Zanzibar
EMAIL: Mbaraka-liner5@hotmail.com
3. **NAME:** Abihuudi S Sembos
POSITION: Assistant Lecturer
INSTITUTION National Institute of Transport
MOBILE NO: +255654001044
P.O. BOX: 35046 Dar es Salaam
EMAIL: abihudisembosi@yahoo.com