

CURRICULUM VITAE

DEBORAH LAMECK

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1.0: PERSONAL DETAILS

Name: Deborah Lameck Ringo.	Date of Birth: 31st December, 1992
Sex: Female.	Marital Status: Single
Language: Swahili and English	Religion: Christian
Nationality: Tanzanian	Address: 11007 Kibamba
Current location: Dar es salaam	

2.0: WORK EXPERIENCE

June, 2013 –August 2013

Place: TANZANIA PORTS AUTHORITY (MTWARA)

Department: REGISTRY

Position: RECORDS OFFICER

Duties performed;

- Maintaining incoming and outgoing mails.
- Retrieving files in response to request from staff
- Arrangement of files in a proper order
- Locating the missing files
- Receiving incoming mails, and manage them accordingly
- Filling of documents

May to September 2014

Place: O'BRIEN MASAAI ACADEMY SCHOOL AT KILIMANJARO

Department: ADMINISTRATION

Position: VOLUNTEER

Duties performed:

- To maintain records for material use
- Provide effective access to library collection and resources,
- To keep and maintain books and material in order.
- Supportive on sales team.
- Assist in procurement of office supplies

July 2016- November 2017

Place: TANZANIA BREWERIES LIMITED DAR ES SALAAM

Position: MARKETING OFFICER

Duties performed:

- Receiving mails and calls from the customer
- Prepare event equipment, working close with agencies and assisting in new product launches.
- Assist in marketing activities.
- Work at operation center, to make sure how the product is made until the last stage to the market.

January, 2018 –June 2019

Place; AZURI SOLOR POWER LTD, Dar es Salaam

Position; CALL CENTER OFFICER

Duties performed;

Customer care: Responding promptly to customer inquiries

- Call center: Receiving calls professional acknowledging and resolving customer complaints.
- Assist sales team, knowing our products inside and out so that you can educate the customer, so as to buy our product.
- Keeping records of customer interactions, transactions, comments, and complaints.

July 2019 – December 2019

Activities: Business Manager in clothing retail business. Dar es salaam

- Selling online by posting through social media like, Facebook, instagram, and buying apps
- attending pop marketing in different places
- Attending marketing events like saba saba. Syria exhibition.
- Calling customer, and solve their problem.
- Proved service like delivery to the customer.

January 2020 – MAY 2021

Place; APM COMPANY LTD

Position; STORE AND LOGISTICS OFFICER

Duties performed;

- Keeping a record of sales and restocking the store accordingly.
- Managing and training store staff.
- Planning promotional campaigns for new products or specials.
- Tracking inventory Ensuring,
- Arranging, putting, goods in the warehouse.
- Implementing goods receipt /issue procedures,

July 2021 – Up To Date

Place; ST. JOSEPH UNIVERSITY IN TANZANIA

Position; RECORDS MANAGER

Duties performed;

- Process, scan and index records. Maintain records in a safe and secure manner under lock and key.
- Ensure access to records with permission to authorized personnel.
- Coordinate with other departments in maintaining and managing records, reports and documents, Maintain and update records, reports and documents in a database.
- Ensure compliance of corporate procedures and guideline
- Ensure confidential records are well preserved in confidential box or cabinet.

POSITION: MARKETING AND ADMISSION EXECUTIVE

- Maintain a complete and accurate record of student details and a funnel of all prospective new student intake in the computerized college management system.
- work closely with the Marketing and Communications Team, develop various local channels of marketing in support of college roll target
- Attend promotional events such as education exhibitions in support of the Marketing and Communications Department.
- Be directly responsible for the entire admissions process end-to-end.

3.0: EDUCATION BACKGROUND

2014-2017	INSTITUTION: Tanzania Institute of Accountancy (T.I.A) Award: Bachelor Degree in Marketing and Public Relation. (BMPR)
2012 -2013:	Institution: Tanzania Public Service College (TPSC) Award: <i>Diploma in Record management (DRM)</i>
2009 -2011:	A level: Mruma Girls High school (ACSE) Award: <i>Advanced Certificate of secondary Education (ACSE)</i>
2004 –2007:	O level: Faraja Seminary School. Award: Ordinary level <i>Certificate of Secondary Education (CSE)</i>
1996 -2003:	Primary Education: D.E.B Primary School. Award: <i>Certificate of Primary Education (C.P.E)</i>

4.0: SKILLS AND COMPETENCIES

Acquired

- Marketing research, and coordinating marketing company with sale activities.
- Public relations, and corporate management
- Sales and promotion.
- Customer service and customer relation(CRM)
- Record maintenance
- Computer skills on Microsoft office, internet, power point presentation, Adobe Photoshop,
- Communication skills

Personal traits

- A proactive approach to problem solving.
- Quick learner and attention to detail.
- Ability to handle confidential information.
- Good teamwork skills.
- Good command over record keeping
- Ability to work without close supervision, and well work under pressure.
- Ability to adapt quickly to the working environment.

CAREER BASED INTEREST

- Corporate management
- Marketing and communication
- Outreach programs & i.e. raising awareness on different issues i.e. human rights, gender equality, HIV preventions, COVID-19 preventions and other outreach programs

5.0: HOBIES / INTEREST

- Reading books, learning, sports, watching news and exchanging ideas.

6.0: REFEREES

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