

Ammarah Abdulqadir Barajah

✉ masmuha12@gmail.com ☎ 0684693518 📍 2551 dar es salaam ♀ Female 🇹🇿 Tanzanian
📅 14th September 2000 🧑 Single 🔗 <https://www.linkedin.com/in/ammarah-barajah-885a081a3/>

👤 PROFILE

Driven and versatile professional with a proven track record of excellence. Ready to make a significant impact in a dynamic organization.

📖 COURSES

CCNA, University Computing Center
October 2018 – October 2020
Dar es salaam, Tanzania

Network Defence Essentials
Dar es Salaam, Tanzania

SQL Injection, EC-Council
Dar es salaam, Tanzania

🎓 EDUCATION

**Certificate In Primary Education,
Al-Muntazir Girls Primary Schools**
January 2007 – August 2013
Dar es salaam, Tanzania

**Certificate In Secondary Education,
Al-Muntazir Islamic Seminary**
October 2013 – June 2017
Dar es salaam, Tanzania

**Certificate & Diploma In Information
Technology, University Computing Center**
October 2017 – October 2020
Dar es salaam, Tanzania

💼 PROFESSIONAL EXPERIENCE

University Of Computing Center, Field
Dar es salaam, Tanzania
Field work like laptop, Pc repair, Installation, and also Networking experience

IPSOS, Translator & Transcriber (Part-Time)
November 2023 | Dar es salaam, Tanzania
- Provided high-quality translation services for various documents, ensuring accuracy and cultural relevance across multiple languages.
- Transcribed audio and video content with precision, maintaining context and meaning while adhering to project deadlines.
- Collaborated with research teams to ensure seamless communication and understanding of complex concepts, enhancing overall project efficiency.

**Warehouse,
Social Media Manager (Part-Time Job)**
Dar es salaam, Tanzania
- Developed and executed social media strategies to enhance brand awareness and engagement within the logistics and warehouse industry.

SKILLS

Data Entry

Ms Word, Ms Excel, Ms Powepoint, Ms Outlook, Ms Access



Web Design

PHP, Java, Java Script, Html, CSS, XML, Figma, Websites, Systems, Applications, UI/UX design



Marketing

Bulk messages, Advertisment, SEO & SEM



Cyber Security

Use of security tools, to identify security problems and find a way to prevent security breach. Tools like SQL injection, Social engineering, Penetration Testing etc



Networking

Identifying Network proplems, Connecting peer to peer Network and solving network problems



Microsoft Offices

Word, Excel, powerpoint, Access



Quick Book & Tally



INTERESTS

Volunteering, Learning, Networking, Socializing

ORGANIZATIONS

University Of Dodoma, Volunteer

November 2022 – November 2022 |
Dodoma, Tanzania

Planting trees at University of Dodoma

AISEC, Volunteering

December 2021 – December 2021 |
Dodoma, Tanzania

Skillful conference, Managing and arranging activities

- Created and curated visually appealing content, including videos and images, to showcase warehouse operations and promote services.
- Analyzed social media metrics to optimize performance and adjust strategies, resulting in increased follower growth and customer interaction.

Saloon, Receptionist

Dar es salaam, Tanzania

At Jokhra Saloon, I am currently working as a Receptionist

Cool blue, Internship

Dar es salaam, Tanzania

- Gained hands-on experience in debt collection by contacting customers via phone and email to discuss outstanding payments and negotiate repayment plans.
- Managed record-keeping and file systems to ensure accurate tracking of customer accounts and payment histories.
- Assisted in data entry tasks, maintaining up-to-date and organized information within the company's databases.

Business Knowledge Hub & Digital Signature, Personal Assistant, Content Creator, and Social Media Manager

Dar es salaam, Tanzania

- Assisted in daily operations as a personal assistant, ensuring smooth workflow and effective communication across teams.
- Developed engaging content for both brands, including videos and visuals for social media platforms.
- Managed social media accounts, increasing audience engagement and brand visibility through strategic content creation and scheduling.

Portmarine Solutions, Receptionist

Dar es salaam, Tanzania

- Provided exceptional front-desk support, greeting visitors and managing incoming calls with professionalism and efficiency.
- Assisted in scheduling appointments and coordinating meetings for staff, ensuring smooth daily operations.
- Maintained organized records and office supplies, contributing to an efficient work environment.

TIBA Health Care, IT Technician

Dar Es Salaam, Tanzania

IT Specialist – Tiba Hospital

Managed and maintained hospital IT infrastructure, ensuring seamless operation of hardware, software, and network systems.

Provided technical support to staff, resolving system issues to minimize downtime.

Implemented and monitored cybersecurity protocols to protect sensitive patient data.

Assisted in the deployment and upgrading of healthcare management systems.

Conducted training sessions for staff on new software and technology tools

LANGUAGES

Kiswahili



English



Hindi



Spanish



PROJECTS

Online Appointment System, Online Doctor's Appointment

June 2020 – October 2020

We created an online Doctor's online system which enables patient to schedule a meeting with a certain doctor of the patient's choice

REFERENCES

Rosina Moshi, Creative
0754290326

Suhaila Suleiman, Cool blue
accounts@coolblue.co.tz, +255 747 182 772

Jijeesh, General mannager, Portmarine
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