# Ammarah Abdulqadir Barajah

📩 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.



#### **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

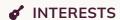
#### Networking

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

#### Microsoft Offices

Word, Excel, powerpoint, Access

#### **Quick Book & Tally**



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

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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-todate 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

# **S** LANGUAGES

Kiswahili
English
Hindi
Spanish



# 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 +255761333786