CURRICULUMVITAE(CV)

Name: Hilda David

Email: [hildaurioh@gmail.com](mailto:hildaurioh@gmail.com)

Mobile:+255762400208/+255713399746

**Current Address:** Arusha, Tanzania **Gender:** Female

# Career profile

Organized and reliable Business Administration specialist successful at managing multiple priorities within a positive altitude. Willingness to take an added responsibilities to meet team goal. Reliable employee any relating job position, Offering excellent communication and good judgement.

**Competencies: –**

* **Administrator**
* **Assistant/Executive**
* **Receptionist**
* **Sales/Marketing**

# Professional and academic qualification

2004-200: Bachelor of Business Administration at Tumaini University-Dares salaam Campus

2002-2003 :Diploma in Business Administration at Waldorf College-Dar es salaam Campus

1998-2000: Advanced Certificate of Secondary Education(ACSEE) at St. Joseph Ngarenaro High School

1993-1996:Certificate of Secondary Education Examination(CSEE) at Kimandolu Secondary School.

# WorkingHistory

**Sept 2024 – To date: Works as Sales Coordinator at ATOZ TEXTILE - Arusha**

**Responsibilities and Duties**

* Manage Sales at the factory
* Coordinate Sales meetings and appointments
* Follow up on leads and sales opportunities
* Process Sales orders through ERP system, quotations and Invoices.
* Coordinate with suppliers and logistics for timely deliveries.
* Monitor inventory and ensure product availability
* Build client relationship and address inquiries
* Manage Sales and prepare sales reports
* Trucking truck movement by Vehicle trucking system
* Attention to detail and accuracy

**June2019-june 2024: Works as Sales and Marketing Freelancer at Praise Power Radio-Daressalaam Responsibilities and Duties:**

* + Developing new customers within the institute
  + Selling product(Airtime)
  + Contribute in the implementation of marketing strategies
  + Support the marketing manager in overseeing the department’s operations
  + Organize and attend marketing activities or events to raise brand awareness
  + Plan advertising and promotional campaigns for products or services on a variety of media (social, print etc.)
  + Prepare content for the publication of marketing material and oversee distribution
  + Collaborate with managers in preparing budgets and monitoring expenses.

# June 2014-June2019:Worked as Administrative Assistant at Skygroup Limited, Arusha Responsibilities and Duties:

* Provided support to the office of the CEO (Chief Executive Officer), the Director/HR and Chief Operations Officer (COO) in various day to day official functions. The position entails to maintaining a smooth and efficient operations of the company in accordance to the company‘s policies.
  + Planning, Directing and coordinating most aspects of the company’s operations through the executive office
  + Managing and maintaining the CEO’S daily calendar of appointments and reminder on activities and when required.
  + Coordinate the Executive Office travels and assist on all related matters as directed.
  + Responsible for coordinating and recording all daily revenues generated from the parking lot; reconciling and managing bills ensuring all payments are banked accordingly. A weekly written report for the same to be forwarded to the CEO, the Director and Chief Operations Officer.
  + Ensured all parking receipts are promptly and appropriately recorded as and when received.
  + Ensure all payment requisitions are fully supported by originating documents before it is forwarded for any approval.
  + Planning and Organizing **N**on – citizen staff to acquiring visa, permits and other administrative need as may be required, and in time.
  + Ensured that working environment of the office reflects the good image of the company.
  + Maintaining the **P**etty **C**ash at the Executive office and writing the weekly expenditure report for the same.
  + Received visitors to the office with a high standard of courtesy and hospitality, ensure that visitors and staff are treated equitably and with sensitivity and respect.
  + Maintains strict confidentiality about program activities and staff.
  + Responded to incoming phone calls and forwards more complex enquiries or complaints to the relevant person.
  + Responsible for filling companies documents ensure that they are easily accessed when required
  + Supervised office cleanliness and ensure availability of required material all the time.
  + Other duties as may be assigned.

# March2012-August2013:Worked as Trade Development Representative (TDR)-TIGO, Dares salaam

**Responsibilities:**

* + - Recruitment of Tigo Pesa retail agents for even spread and density.
    - Advise MFS team on key strategic areas to recruit Tigo Pesa retail agents to ensure that they are evenly spread across the agents assigned territory.
    - Ensured Agents visibility in the Distribution Management System(DMS).
    - Ensured Agents visibility via Point of Sales(POS)Materials.
    - Training the agents on Tigo pesa transactions.
    - Monitor and manage Agents liquidity by ensuring that Float/Cash is maintained at agreed levels.
    - Support the Agents’ growth, Cash-in and Cash-out Transactions.
    - Support Subscriber Registration with Cash-in.
    - Ensure Agents ’Compliance to KYC and AML.
    - Collecting from Agents and Sending to TIGO HQ the customer registration forms and logbooks.
    - Provided Market update reports including activities of the competitors to the Regional Supervisor and Client Relations Manager.
    - Prepare status reports including activity, closing and follow up reports.
    - Follow up on new leads and referrals from field activity.
    - Communicate new product and service opportunities , special developments, information, or feedback gathered through field activity to the Regional Supervisor.
    - Identify and resolve Agents’ concerns or escalate when unable to.

Ensured adherence and compliance to terms and conditions of operating Tigo Pesa.

* + - Other duties as may be assigned by management.

# June2004-October2007:Worked as Sales and Marketing/Customer services at Praise Power Radio, Mikocheni Dar es salaam

**Responsibilities:**

* + - Effectively received and answered customers queries and offering information through face to face, phone and via email.
    - Provide help and advice to the customer
    - Selling product(Airtime)
    - Taking payment for service on Cash and Cheques
    - Write receipts ,payment vouchers and invoices to the customers
    - Managing office petty cash
    - Preparation of weekly and monthly expenditure of the radio.
    - Preparation of order forms for the incoming adverts.
    - Monitoring adverts to be aired on time according to the agreement with the customer.
    - Other duties as assigned.

# January2001-December2001:Worked as Temporary Teacher at Bangata Secondary School, Arusha

**DutiesandResponsibilities:**

* + Teaching the following subject: Kiswahili.

# Skills

**Languag**e: Fluent in English and Swahili

**Computer**: Knowledge in Microsoft Office application, MSWord, Excel, Power point, Internet

# Competences and soft skills:

In-depth Creative person, marketing skills, Business and administration skills, hard worker, enthusiastic learner, team player, Good interpersonal skills, self-motivated, analytical skills, presentation, verbal and written communication skills, leadership skills, organizer, Socialization at all, Health, safety and environmental skills.

# Personal interest

**Socialization:** Interested in team activities and volunteering.

**Interests:** participating in Discussion, Learning new advance Technology as well learning new things in general.

# References

Mr. Mille Hanzi

Human Resource Manager

AtoZ TEXTILE – Arusha.

Phone:0782 469 599

Mr.George Daud Mpella Radio Manager

Praise Power Radio-Daressalaam

P.OBox7291Daressalaam Mobile: +255767597509

E-mail:[gbleasing@yahoo.com](mailto:gbleasing@yahoo.com)

Dr.Gilliard Loth

Faculty Dean-Business Administration Tumaini University-Daressalaam Campus

P.OBox77588Daressalaam Mobile: +2557655660130

E-mail:[gilliard@yahoo.com](mailto:gilliard@yahoo.com)

Jeff Nassa

Regional Coordiantor-Tigo

MIC Tanzania Ltd-Head Quarters

P.OBox2929Daressalaam Mobile: +255713123691

Fax:+255 22 2120474

I,**HildaDavid** the undersigned, certify that to the best of my knowledge and belief these data correctly describe me, my qualifications and experience.