FRANK JACKSON MALUNDE

# PROJECT & DEVELOPMENT OFFICER I BUSINESS OFFICER

**CONTACT**:

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**AGE:** 27

**LANGUAGE**: Fluent in Both English

And Swahili

**HIGHEST QUALIFICATION:**

* **Bachelor of Arts in Development Studies**-UNIVERSITY OF DAR ES SALAAM-2017-2020

**PROFESSIONAL**

* Project Management, Officer, Manager
* Monitoring and Evaluation
* Administration and planning management
* Development Officer, Operation and Business Officer
* Digital Marketing,
* Financial services expert.
* Sales and Marketing

**SKILLS**

* *Sales management,*
* *Digital & Social Media Marketing,*
* *Data analysis and interpretation*
* *MS word, Excel power point, outlook and internet*

PROFESSIONAL SUMMARY

## **Talented project and business professional with three years of experience moving projects toward success. Dedicated to working hard to fulfill company and project goals. Highly experienced in managing schedules, identifying, and limiting risks, and**

## **maintaining all crucial documentation of work done**.

## EXPERIENCE SUMMARY & INDUSTRY:

**NGO: 2yrs | Transport and Logistics 1 year I sales and marketing 1 year.**

## FUNCTION:

**Sales, Marketing, Project & Business Development: 1 Years|**

**Project Facilitation : 2 years**

## PROFESSIONAL EXPERIENCE

### HELVETAS SWISS INTERCOOPERATION, TANZANIA

### KIBOWAVI AND AGRICONNECT PROJECT

### Date: December 2020 - October 2022

The organization since 1970 in Tanzania has been promoting improvement of basic education and skills development, access to quality services and inclusiveeconomic development and good governance to promote local development. We collaborate with actors from government, civil society and private sector.

### Position Project Facilitator-Volunteering.

### Achievement up to date

* *Facilitated farmers in improving their production methods,reducing postharvest losses and increasing income by marketing their produce.*
* *Facilitated farmers and women’s groups by improving vegetable production,marketing,irrigation and efficiently with treadmill pumps.*
* *Improved nutrition status in three district in Katav Region*
* *Improved women and youth financial status and living status through Village Community Bank system*

**Duties and responsibilities:**

* Oversee day to day operations
* Facilitator combines management skilss administrative duties to help a team working on project to complete on time and to proper specifications.
* Recommend marketing penetration techniques for new products in the market, within the given company budget,
* Revise the guidelines we use to create social media content, based on what resonates most with customer from previous posts and external research on how to create compelling social media content for our audience.
* Creating budgets and proposals, handling staff issues, and monitoring the project throughout each phase.
* Appointing and confirm strong key distributors across the region and maintain close relationship to help them reach their target as per contractual obligations.
* Ensure availability of products to all members and well displayed by regular paying visit to the market,
* Support environmentally sustainable practices.
* Coordinating anti-AIDS programs.
* Oversee organizational assets and ensure efficient,effective use of resources.
* Develop successfully 80% of all orgazatiom projects from inception to execution by doing analysis and implementation accordingly
* To submit financial narrative and report of every month

## REFERENCES

1. Lume Ebengwe

Head of sales ,

Mescitech limited Tanzania

Dares Salaam.

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1. Dr.Lilian Mtasigwa Associate Professor,

University of Dar es salaam,

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1. Mr.Christopher Chaula

Project officer

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