**ANIFA BARAKA MANYAMA.**

**P.O. BOX 1927, DODOMA.**

Email: [Manyamaanifa20@gmail.com](mailto:Manyamaanifa20@gmail.com)

Contact: 0718676259

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| SEX | FEMALE |
| MARRITAL STATUS | SINGLE |
| DATE OF BIRTH | 13/03/2000 |
| RELIGION | CHRISTIAN |
| NATIONALITY | TANZANIAN |
| LANGUAGE | FLUENT BOTH IN ENGLISH AND SWAHILI |

**PERSONAL STATEMENT:**

I am the open minded and cooperative person, with interpersonal communication skills and leadership skills. Well focused, results oriented, positive, strategic thinker, able to work efficiently under pressure, professional, Self motivated with strong initiative, hard worker and smart, ability to manage a large workload and multiple tasks in limited time period, flexible and adaptability to transitions, ability to follow instructions and work with minimum supervision.

**EDUCATION BACKGROUNG:**

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| **INSTITUTION** | **YEAR** | **PROGRAM** | **AWARD** |
| University Of Dar Es Salam  (Dar Es Salaam) | 2020-2023 | Bachelor Of Commerce In Banking And Financial services. | Degree |
| Usangi Secondary School  (Kilimanjaro) | 2018-2020 | Business Subject  (History, Geography And Economics) | Advanced Certificate Of Secondary Education Examination |
| St. Peter Claver High School  (Dodoma) | 2014-2017 | Business Subjects | Certificate Of Secondary Education Examination |
| Ihumwa Primary School  (Dodoma) | 2007-2013 | Foundational Subjects | Certificate Of Primary Education. |

**ADDITIONAL EDUCATIONAL ACHIEVEMENT.**

* The best female in academics, Ihumwa primary school, 2013.

**WORKING EXPERIENCE:**

**JOB TITLE:** ACCOUNTANT

**DATE:** JULY 2022 TO SEPTEMBER 2022

**EMPLOYER:** UNIVERSITY OF DAR ES SALAAM.

**Responsibilities:**

* Reviewing of the imprests.
* Reviewing the bank statements
* Posting payment vouchers
* Handling different organizational documents
* Issuing payment receipts.

**JOB TITLE:** RECEPTIONIST

**DATE:** SEPTEMBER 2023 TO OCTOBER 30

**EMPLOYER:** SANARD HOTEL IN KAGERA

**Responsibilities:**

* Perform all check-in and check-out tasks
* Manage online and phone reservations
* Inform customers about payment methods and verify their credit card data
* Register guests collecting necessary information (like contact details and exact dates of their stay)
* Welcome guests upon their arrival and assign rooms
* Provide information about our hotel, available rooms, rates and amenities
* Respond to clients’ complaints in a timely and professional manner
* Liaise with our housekeeping staff to ensure all rooms are clean, tidy and fully-furnished to accommodate guests’ needs
* Confirm group reservations and arrange personalized services for VIP customers and event attendees, like wedding guests
* Upsell additional facilities and services, when appropriate
* Maintain updated records of bookings and payments
* Provide concierge services.

**JOB TITLE**: ASSISTANT MANAGER

**DATE:** 01 NOVEMBER 2023 TO 01 JULY 2024

**EMPLOYER:** SANARD HOTEL IN KAGERA

**Responsibilities:**

* Recruiting, training and supervising staff
* Promoting and marketing the business, including developing ways to attract new customers
* Managing budgets
* Maintaining statistical and financial records
* Planning maintenance work, events and room bookings
* Liaising with maintenance and other specialist contractors
* Meeting guests and responding to complaints and queries
* Handling customer complaints and queries
* Ensuring compliance with health and safety legislation and licensing laws
* Attending different business meetings.

**SKILLS:**

* COMPUTER SKILLS
* Microsoft World
* Microsoft Excel
* Power Point
* Internet Exploration.
* Tailoring
* Communication skills.

**INTEREST AND HOBBIES:**

* Reading books
* Watching movies

**REFFERENCES:**

|  |  |  |  |
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|  | **1** | **2** | **3** |
| **NAME** | Adelina Nestory | Salmon Buzubona | Dr. Tumsifu Elly |
| **POSITION** | Manager | Director | Senior lecturer |
| **ORGANIZATION** | Sanard Hotel | Sanard Hotel | University of Dar es salaam |
| **ADDRESS** | P.O Box 131, Muleba Kagera | P.O Box 131, Muleba Kagera | P.O Box 35052, Dar es salaam. |
| **CONTACT** | 0747221767 | 0767563270 | 0754 272 571 |
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