

BERNADETHA GODFREY SINKALA

Dar Es Salaam, Tanzania

Phone: 0748 258 934

Email: godfreybernadetha@gmail.com

PROFILE

A successful, strong and highly motivated Sales and Operation Officer with good experience in fast-paced and deadline driven in sales and operations environments who enjoys being part of, as well as leading, a successful and productive team. Able to deliver effective solutions and advice to customers at highest levels of performance. Able to demonstrate the motivation and commitment required to achieve objectives and meet tight deadlines. Possesses excellent interpersonal skills and can communicate concisely at all levels

PERSONAL PARTICULARS

Name : BERNADETHA GODFREY SINKALA
Sex : Female
Date of Birth : 16th April 2000
Place of Birth : Chunya, Mbeya Tanzania
Marital Status : Single
Nationality : Tanzanian

EDUCATIONAL BACKGROUNDS

Oct 2021- 2023 : Diploma in Finance and Banking
Institute of Accountancy Arusha – Dar es Salaam Campus(IAA)
Feb 2018 - Feb 2020 : Advanced Certificate of Secondary Education Examination (ACSEE)
Jitegemee High School
Jan 2014 - Oct 2017 : Certificate of Secondary Education Examination (CSEE)
Lubala High School
Jan 2007 - Oct 2013 : Primary School Education
Ipapa Primary School

KEY SKILLS / CAREER ACHIEVEMENTS

- Assisted Finance Manager in payment and account collection by phone and mail, increasing accounts receivables by 20%.
- Participated in Sales and Promotion of Stanbic Bank Tanzania product and services like Mpambanaji Account.
- Able to meet my target of sales for FUCHS Lubricants Tanzania as set by my Sales Team Leader in 2022.
- Developed and retained and deepened long-term relationships with current and potential customers in the business.

TRAINING EXPERIENCE

July 2022 – Sept 2022. TransOcean Supplies Limited, Dar Es Salaam-Tanzania

Operations Officer - Field Training

The Company deals with the supply of Quality Water Equipment, the office is located at Posta - Dar Es Salaam the Company has a large number of customer base covering the whole country at large. www.transoceansupplies.com

Working as Operations Officer, reporting to Finance and Administration Manager.

- Bank reconciliation for both revenue and expenditure, doing general ledger review
- Participated and helped in carrying out auditing process of the company
- Preparing proforma invoices and delivery documents
- Assisting in preparation of yearly financial audited reports
- Preparing Goods Received Note for all purchased goods both imports and local
- Making regular follow-ups to our debtors concerning the payments of goods supplied

Key Personal achievements on this Job

- Assisted Finance Manager in payment and account collection by phone and mail, increasing accounts receivables by 20%.
- Developed and retained and deepened long-term relationships with current and potential customers in the business.

Sept 2022 - Oct 2022. STANBIC BANK TANZANIA, Dar Es Salaam-Tanzania

Sales - Account opening

The Bank deals with all banking services with the Country.

Worked as a Sales Officer, participating in sales, marketing and promotion of Banks products and services like Mpambanaji Account product. Reported to Sales Team leader.

- Assisted Customers with opening of Bank Account
- Conducted Sales and Promotion of Bank products and services so as to increase customer base while ensuring that customer concerns were handled efficiently to maintain positive customer relations
- Providing knowledge and awareness of the benefits for having a bank account at Stanbic Bank like Mpambanaji Account.
- Customer care services

Key Personal achievements on this Job

- Managed to meet Sales targets of opening Mpambanaji.
- Gained knowledge concerning bank products, customer care services

Aug 2021 – Oct 2021. FUCHS LUBRICANTS TANZANIA, Dar Es Salaam-Tanzania

Sales Officer

The company deals with Manufacturing, selling and distribution of Lubricant oil.

Worked as a Sales Officer, participating in marketing and selling of Company's product goods and services like motor vehicle engine oil for both Petroleum and Diesel engines. Reported to Sales Team leader.

- Conducting Sales and Advertisement of Company's products and services
- Ensured that customer concerns were handled efficiently to maintain positive customer relations
- Finding customers for buying or leasing the company's products
- Making follow-up to customers' machine status
- Customer care services
- Responding to customers inquiries

Key Personal achievements on this Job

- Able to meet my sales target for FUCHS Lubricants Tanzania as set by Sales Team Leader.
- Participated in the Dar es Salaam International Trade Fair (7-7) 2021 exhibition of the company's products
- Managed to meet Sales targets for three consecutive months.

OTHER TRAINING AND EXPERIENCE:

❖ **July –Sept 2020:** Volunteered as the **Assistant Accountant** at Advait Inc Ltd

Duties and Responsibilities

- Assisted in the preparation of Audit Reports for clients
- Preparation of Tax Invoices to customers
- Preparation and posting of data entry into Tally Accounting system
- Collection and delivering of Invoices to clients

STRENGTH AND ABILITY:

- Diligent and hard working
- Ability to cope with changes, work under pressure and meet requirements
- Ability to work under minimum supervision in any environment and meet my targets even under challenging situations.

REFEREES:

S/N	FULL NAME	POSITION	PLACE	ADDRESS
1.	Benson Katanga	Operations Manager	TransOcean Supplies Limited	P.O.BOX 10216, Dar es Salaam Mob: +255 762 916 734 Email: bensonkatanga@gmail.com
2.	Jabir Ally	Sales Executive	FUCHS	P.O.BOX 24374, Dar es Salaam Mob: +255 693 029 996
3.	Vaileh Maira	Lecturer	Institute of Accountancy Arusha (Dar es Salaam Campus)	P.O.BOX 69007, Dar es Salaam Mob: +255 714 262 468, Email: violetmaira@yahoo.com

CERTIFICATION

I, the undersigned, hereby certify that to the best of my knowledge and belief, this Curriculum Vitae correctly describes me well, my qualifications and my experience at large.

.....
BERNADETHA .G. SINKALA

Date: 06/07/2023