

RAMADHANI MUSSA MAYOGA

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ADDRESS:TEMEKE,DAR ES SALAAM

OBJECTIVE STATEMENT:

Successfully completed all my undergraduate degree requirements, experience of sales and good customer service on hand looking forward to securing an entry-level position as Customer Service where I can fully utilize my transferable skills and my business studies background, learn new skills, expand my knowledge, and build a successful career, while making a significant contribution to the succession of the Company.

EDUCATION BACKGROUND

INSTITUTION	YEAR	CERTIFICATE
TANZANIA INSTITUTE OF ACCOUNTANCY	2020-2023	Bachelor Degree In Human Resources Management
UMBWE SECONDARY SCHOOL	2018-2020	Certificate of Advanced School Education
FAITH SECONDARY SCHOOL	2014-2017	Certificate Of Secondary School Education

AREAS OF COMPETENCE AND SKILLS

- Highly dedicated, organized, with a thorough and precise approach towards work, research and analytical skills and equipped with computer knowledge.
- I've always received great appreciation for my strong time-management skills in addition to being a good team player.
- I always stay updated with the changing trends, and have the willingness to learn and try new areas.
- Relationship management: ability to leverage interpersonal skills to establish rapport and develop relationships with all key stakeholders: suppliers, customers and colleagues.
- Negotiation skills: The ability to persuade, influence and explore positions and alternatives to reach outcomes that will gain acceptance of all parties
- Attitude for technology: ability to apply and improve extensive or in-depth specialized knowledge, skills, and judgment by assessing and translation

WORKING EXPERIENCE

ALMKO INVESTMENT LTD T/A OPTION COURIERS

Position: Sales Executive

Period: June 2024 up to date

TASKS AND RESPONSIBILITIES

- Identify and approach potential clients needing freight forwarding and clearing services.

- Negotiate contracts and close deals to achieve sales targets.
- Stay updated on industry trends, competitor activities, and pricing strategies.
- Maintain strong relationships with existing clients to ensure repeat business.
- Address client inquiries and resolve issues related to shipments and customs clearance.
- Work closely with operations and documentation teams to ensure smooth cargo movement.
- Maintain records of sales activities, customer interactions, and reports to management
- Meet monthly sales targets set by the company.

VIGOR TURKEY'S MIFUKO CO.

Field trainee (Human Resources
Training and Development)

August-November 2022

TASKS AND RESPONSIBILITIES

- Attendance
- payroll
- contract preparation
- writing official letters like confirmation letter
- performance evaluation
- preparing of files

HOBBIES AND INTERESTS:

In my spare time, I enjoy reading different articles on cross cutting issues and also jogging in the evenings to keep fit and refresh after long day.

REFEREES:

OMARI ALI SENDARO

Procurement Management Officer II

Wanging'ombe District Council

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HAMAD RAMADHAN MKOKA

CHIEF EXECUTIVE OFFICER

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