

Rose Leodger Shayo

Record and Customer Care Personnel

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Dar Es Salaam, Tanzania

Profile

Highly motivated and results-driven Business Administration graduate with a solid foundation in business management, data analysis, and customer service. Skilled in leveraging strong analytical abilities, effective communication, and team collaboration to support business operations and achieve organizational goals. Eager to apply academic knowledge and hands-on experience to a dynamic entry-level position, contributing to the growth and success of a forward-thinking organization.

Core Competence & Skills

- Data Management & Records Administration
- Planning & Coordination
- Customer Service Excellence
- Sales & Inventory Management
- Team Leadership & Collaboration
- Proficient in Microsoft Office
- Strong Communication & Interpersonal Skills
- Problem Solving & Analytical Thinking

Professional Experience

Sales Associate (Field)
Adolf Enterprises Handeni, Tanga
August 2023 – October 2023

- Delivered excellent customer service by addressing inquiries and resolving issues.
- Assisted in inventory management, including stocking, organizing, and tracking merchandise.
- Achieved monthly sales targets and contributed to store revenue growth.
- Collaborated with team members to optimize store layout and product displays.

Education

Bachelor in Business Administration, *Tanzania Institute of Accountancy, 2024*

Advanced Certificate of Secondary Education Examination (ACSE), *Songea Girls High School, 2021*

Certificate of Secondary Education Examination (CSEE), *Tanga Don-Bosco Technical School, 2018*

Courses

Languages

English

Swahili

References

Shabani Khalfan Masaza Supervisor, Adolf Enterprises Handeni, Tanga +255 623 182 121	Dr Mpanju Lecture, Tanzania Institute Of Accountancy Dar Es Salaam, Tanzania +255 767 278 040
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