

## CURRICULUM VITAE

---

### PERSONAL INFORMATION

First name:Kenedy

Last name:Baltazary

Resident:Tanzania

Birthday: March 1997

Phone number:0613317786

Email:kennmosha@gmail.com

### SKILLS

Computer skills; Microsoft words and office

Negotiations skills

Customer care service

Language; fluent in both English and Swahili

Team Management skills

Sales and Marketing skills

Organizations skills.

Team management

### EXPERIENCE

**Thronebet company,dar es salaam - customer care representative and Cashier**

2020 - PRESENT

- Selling and paying of the tickets to the customers
- Counting and balancing daily to daily sales before and after opening the shop
- Prepare end of shift report
- Giving the updates to the customer on the new betting offers
- Assisting tge customers on how to open their online account

- To ensure pricing is correct
- Monitoring and dealing with the customer complaints.
- Assisting the customer to open the online account for betting
- Mentoring and training of new cashier staff
- picking up all the customers calls
- Teaching and training of newly junior cashier

### **Nyota njema dispensary, dar es salaam-Assistance doctor**

2018 - September 2019

- Assisting the doctor incharge with client and the patients
- Cracking and gathering of the medical reports
- Administering of the medication per physician order.

### **Ottomark investment, dar es salaam- secretary**

2016 - 2019

- Dealing with all staff paperwork like printing, photocopy and typing
- picking up all the customers calls
- Preparing of all the hiring and logistics documents.

## **EDUCATION**

### **Kam college of health and allied science -Certificate**

Sept 2016 - Oct2020, dar es salaam

Being able to attend different clinical practice at temeke referral hospital, kam musika hospital and sinza referral hospital.

### **Anne marrie high school-advanced level**

Certificate of advanced level education (ACSEE) at Anne marrie academy and Pius High School with the following relevant subjects.

1. Physics's
2. Chemistry
3. Biology
4. Basic Mathematics ( as additional subjects).

**2014,January- April Dar es salaam school of computer and English course**

-Certificate of basic computer course based on Microsoft office and typing skills.

**2022 King college london-Introduction to Business Management online course**

**2010-2013,Ifati Secondary School** -Certificate of secondary education and being able to be selected to join the high school for further education.

**AWARDS /ACHIEVEMENTS**

- Handling all the cashier duties and resolving customer complaints and inquiries
- Handling large amounts of cash without encountering with shortage
- To provide excellent customer service and to ensure satisfaction
- Managing a team of more than two members.

**PERSONAL HOBBIES**

- Volunteering and Community involvements
- Reading and writing
- Problem solving
- Listening music
- Playing and watching football

**REFERENCES**

1.Mr Michael Antipas

transporter manager at ottomark investment company Phone number 0713 466 522

2.Mrs Scolastica otto

CEO and medical doctor of Nyota njema dispensary Phone number 0757800396

3.Mrs Jacline

Human Resources manager at Thronebet Phone number 0754 334 677