

CURRICULUM VITAE

1. PERSONAL DETAILS

First Name: Salmin
Middle Name: Mohamed
Surname: Seanga
Sex: Male
Date of Birth: 24 -06 -1998
Current Location: Dar-es-salaam
Nationality: Tanzanian
Marital Status: Single
Language: English and Swahili
Phone Numbers: + 255 767158 082
Email: salminseanga@gmail.com

2. SUMMARY

- Highly motivated employee with desire to take on a new challenge. Strong work ethics, adaptability and exceptional interpersonal skills.

3. EDUCATION BACKGROUND

<u>YEAR OF STUDY</u>	<u>SCHOOL / UNIVERSITY</u>	<u>ACADEMIC AWARD</u>
2019-2023	Ardhi University	Bachelor of Science in Properties and Facilities Management
2017-2019	Tosamaganga Secondary School	Advanced Certificate of Secondary Education.
2013 – 2016	Benjamin William Mkapa High School	Certificate of Secondary Education.
2006 – 2012	Kisiwani Primary School	Certificate of Primary Education.

4. WORKING EXPERIENCE

A. Marketing and administrative officer at UBC newhope study overseas, Dar es salaam (February,2025-Now)

Responsibilities

- Assisting with invoicing, payments, and managing financial records for student placements.
- Ensuring timely payments for students and tracking agency expenditures.
- Communicating with universities, employers, and other international partners to ensure smooth placement processes.
- Handling correspondence regarding student applications, accommodation, visa processes, and employment.
- Keeping up to date with trends in international education and migration policies.
- Analysing competitor agencies and understanding student needs to refine services and campaigns.
- Maintaining up-to-date records of student applications, documents, and progress.
- Organizing and filing all necessary paperwork related to student placements, work visas, academic records, etc.

B. Assistant project manager at Greenworld ltd, Zanzibar (January,2024-January,2025)

Responsibilities

- Supervising all site full time activities
- Negotiates contracts with vendors and suppliers based on company requirements
- Tracking inventory level of materials
- Prepare cost estimate
- Procurement of materials needed on site
- Prepare project progress report to client
- Identifying risk associated with each project and ways to mitigate them

C.Sales and Marketing team at Sunda. (September,2023-January,2024)

Responsibilities:

- Conduct market research to identify trends and customer preferences in soap industry
- Analyzed competitor products and marketing strategies to inform our approach
- Created promotional materials including brochures and social media content
- Monitored sales performance and generated reports to track progress against target
- Engaged with supply chain management to ensure timely product availability

- Built and maintained strong relationships with existing and prospective clients

**D.Estate manager at National Housing Corporation, Tanga(Apprenticeship).
(July,2022-November,2022)**

Responsibilities:

- Monthly Rent collection
- Conducting properties inspections
- Contracts review and renewal
- Resolved tenant's complaints quickly and effectively
- Conducting maintenance, repair and improvement of estate properties
- Tenant screening and marketing

**E. Estate manager at Ardhi University, Dar es salaam (Apprenticeship).
(July,2022-September,2022)**

Responsibilities:

- Conducting condition survey for maintenance purposes
- managed daily operations of estate grounds, buildings, personnel and equipment's
- Tracked inventory level of supplies used throughout the estate

**F. Estate manager at Dar es salaam University of College(Apprenticeship).
(July,2020-October,2020)**

Responsibilities:

- Conducting regular inspection of all facilities on buildings
- Supervising cleaning and security services around the estate buildings
- Negotiate contracts for suppliers and vendors for goods and services needed by estate departments
- Assisting in procurement activities
- Conducting maintenance, renovation and repairments of estate buildings and facilities

5. SKILLS AND QUALIFICATIONS

- Inventory control
- Microsoft office
- Communication
- Data entry
- Customer services
- Negotiations

6. HOBBIES

- Reading books
- Playing football

8. REFERENCE

FADHILI MOHAMED ABDALLAH

VIP driver – TCC, CHANG’OMBE

Phone No: +255 654960981

Email Address: grahamshadeer@gmail.com

ADAM.H. MBUYA

MANAGING DIRECTOR, GREENWORLD LTD, ZANZIBAR

Phone No: +255 674222356

SALMA .S. MAKUTI

LECTURE, UNIVERSITY OF DAR ES SALAAM &ARDHI UNIVERSITY

Phone No: +255 717009238