

Elice Elias Nkongoki

10/29/2021



Physical Address: Temeke, Dar Es Salaam, Tanzania.

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Email: elicenkongoki@gmail.com

Nationality: Tanzanian

Birth Date: July 28th 1994

Marital Status: Single

SUMMARY

Flexible, hard worker, ready to learn and contribute to team success.

EDUCATION

UNIVERSITY: Ardhi University Dar Es Salaam 2014 - 2018.

Degree: **Bachelor of Science in Land management and valuation.**

SCHOOL NAME: Dakawa Girls High School 2012 - 2014.

Certificate: **Advance Certificate of Secondary Education (ACSE).**

SCHOOL NAME: Kambangwa Secondary School 2008 - 2011.

Certificate: **Certificate of Secondary School (CSE).**

WORK EXPERIENCE

Sales team leader at Beach Safari and Aviation from April 2024 to date.

- Lead and manage a team of sales representatives.
- Develop and implement sales strategies.
- Conduct regular performance evaluations.
- Collaborate with the marketing team to develop promotional campaigns.
- Build and maintain strong relationships with customers.
- Stay informed about industry trends
- Ensure compliance with company policies

Real Estate Agent at Kwetu Property Developers Dodoma from October 2022 to Feb 2024

Help clients buy and sell land plots

- **Conduct the administrative paperwork that the job entails, respond to texts, emails, and phone calls**
- **Process real estate documents**
- **Develop marketing plans**
- **Meeting with clients, staging and showing land plots and scheduling appraisals and inspections**
- **Generating leads, researching, marketing, and accompanying clients to sites**

LAND OFFICER II

Ministry of Lands, Housing and Human

Settlement Development (09/05/2022 - 06/08/2022)

- **Sorting all id files for data conversion from hard copy to soft copy**
- **Recording all data in data conversion**
- **Scanning all documents in id files in data conversion exercise**
- **Performing quality check of all scanned files in data conversion exercise**

Sales Executive, White Orchid Luminosity, Dar Es Salaam, December 2020 to July 2021.

- **Advising clients on the type of their skin and what to use.**
 - **Conducting sales of the products.**
 - **Giving products demonstration to clients and makeovers.**
 - **Prepare weekly and monthly reports**
 - **Maintaining customer relationship and the companies.**
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Sales and Marketing assistant at Aquart Limited Zanzibar from April 2019 to June 2020.

- **Making products knowledge readily available to self and other sales people through various resources.**
- **Addressing client's questions and queries.**
- **Demonstrates products and services as deemed necessary by clients and management.**
- **Researching client base to find new type of customers and sell to them accordingly.**
- **Schedules appointments and meetings as necessary as possible.**
- **Maintaining the relationship between the customers and the company.**
- **Preparing weekly and Monthly sales reports.**

TIGO Tanzania on April 2017.

- **Selling and introducing Techno Camoon x (cx)**

FIELD EXPERIENCE

Proper Consult Company from July to September 2017

- **Handling maintainance request**
- **Filling vacants units**
- **Advertise rental vacancies**
- **Prepare and enforce a lease agreement**
- **Prepare vacant units**
- **Handle tenant complaints and issues**
- **Carry out property maintenance and repairs**
- **Conducting Asset Valuation at Bagamoyo and Dar Es Salaam.**
Data entry of asset valuation data obtained from various regions in Tanzania.

Kinondoni Municipal Council from July to September 2016

- **Conducting various Valuation in Kinondoni district.**
- **Attending client's issues.**

Kinondoni Municipal Council from July to September 2015

- **Worked at land management department where I performed managerial duties like assisting clients**
- **Site visiting for valuation purpose**
- **Performed client's registration buying land at Mabwepande area.**

COURSES.

Cabin Crew Member, Air Tanzania July 2020 to September 2020.

RESEARCH.

- **Assessing Women Land Rights in the Coastal Region.**
Dar Es Salaam, October 2017 — July 2018, Research (dissertation) was conducted as part of the bachelor degree, program at Ardhi University.

SKILLS

- **Ms. Word Office**
- **Ms. Excel**
- **Power Point**
- **Communication**
- **Team Player.**

LANGUAGES.

- **Swahili: Very Good**
- **English: Very Good**

HOBBIES

Socializing, Reading books

REFERENCES

Happiness Msangi: Business Manager at Aquart Limited.

Email: happinessmsangi74@gmail.com | 0719691539

Elizabeth Eneas Mwasakafyuka: Senior Cartographer

Email: lizaneas@gmail.com | 0784409582

DECLARATION

I, Elice Elias Nkongoki declare that the information provided in this document is true, fair, complete, and accurate to the best of my knowledge