

TAUSI WILILO

CURRICULUM

VITAE

1. PERSONAL INFORMATION

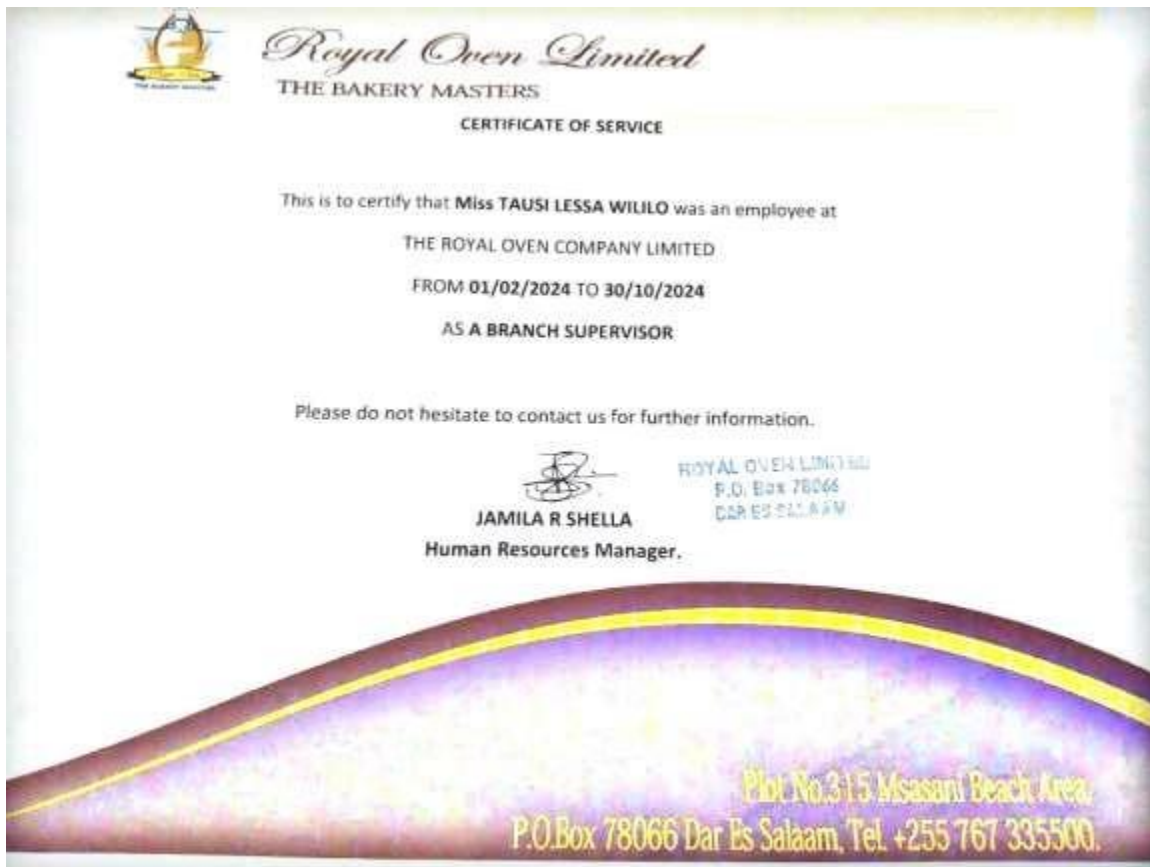
Full name : Tausi Lessa Wililo
Gender : Female
Religion : Christian
Postal Address: 2320,Dar es salaam
Date of Birth: 23, July 1999
Marital status : Single
Phonenumber : 0710038381
EmailAddress : Tausiwililo79@gmail.com
Nationality : Tanzanian

2. EDUCATIONBACKGROUND

Year	Educationlevel	Institution	Award
2019- 2022	University	Daressalaam University college of Education	Bachelor of Arts with Education management
2017- 2019	Advanced level	Lugalo High School	ACSEE
2013- 2016	OrdinaryLevel	Cagliari Secondary School	CSEE
2006- 2012	Primary Education	Udumuka primary school	Certificate of primary education

3. EXPERIENCE

<u>Year</u>	<u>Company</u>	<u>Position</u>
2022-2023	Luxury beach villa Inn	Receptionist
2023-2024	Royaloven Limited	Branch supervisor
2024-2025	K&X Technology Ltd	Reception seller



4. DUTIES AND RESPONSIBILITIES AT ROYALOVEN

- Creating and managing team schedules.
- approving workers hours.
- managing work flow.
- conflict resolution.
- assigning tasks.
- coordinating job rotation and cross-training.
- delegate responsibility.
- providing feedback.

- evaluating performance.
- To ensure availability of materials and products.
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4. ACCOMPLISHMENTS

I managed to make sure that :

- Good flows of materials.
- Good relationship among workers environment.
- To increase branch sales.
- To provide resolutions to problems.
- There team-works.
- Evaluate good performance and provide feedback.
- To reach organisation target.

5. SKILLS

• JOB RELATED SKILLS

MYJob-related Skills include;

- Marketing through information communication technologies.
- information and communication technology.

5.1 INTERPERSONALSKILLS

- Hardworking
- Teampayer
- Committed
- Reliable
- Eagertolearn
- Proactive
- I can lead teams to ensure they produce results

6. LANGUAGE PROFICIENCY

<u>LANGUAGE</u>	<u>WRITING</u>	<u>SPEAKING</u>	<u>READING</u>
<u>KISWAHILI</u>	<u>Fluent</u>	<u>Fluent</u>	<u>Fluent</u>
<u>ENGLISH</u>	<u>Good</u>	<u>Good</u>	<u>Good</u>

7. HOBBIES

- Learning new Technologies
- Creativity
- Community development activities

8.0 REFEREES

- LUSAJOMPONELA
Procurement officer
TUNDURU COUNCIL
Mobile 0743452714
RUVUMA
- BENADATOR SAIMON
HUMAN RESOURCE MANAGER
ROYALOVEN LIMITED
Mobile: +255672792207
- PAUL KAYOMBO
General manager
LUXURY BEACH VILLA INN
Mobile:+255 762 227 707

9. CERTIFICATION

I TAUSI LESA WILILO,the undersigned,do certify that all the information stated in this CV
is true to the best of my knowledge.

T.Wililo

TAUSI WILILO