

# RACHEL SHASHI

Experienced administrative and operations professional with a strong background in office management, HR, procurement, logistics, and project coordination. Proficient in systems like Microsoft Office. Skilled in ensuring compliance with organizational, national, and international standards.

## Work Experience

### Community Administrator, Faith Fusion Digital Community

Dec 2024- Present

- Planned and managed community events and outreach activities to promote engagement and participation.
- Coordinated and oversaw community projects, ensuring timely execution, resource allocation, and stakeholder involvement.
- Handled day-to-day administrative operations, including communication, record keeping, and support services for smooth community functioning.

### Assistant Administrator (Internship), Onehope Tanzania

Mar 2023 - Mar 2024

- Supported daily administrative operations, including scheduling, correspondence, and document management in alignment with the organization's mission and values.
- Assisted in coordinating ministry activities, events, and outreach programs, ensuring logistical and operational support.
- Maintained accurate records and facilitated resource management to support effective stewardship and compliance with organizational policies..

### Administration and Registration Assistant (Internship), NSSF Mwanza

July-October 2022

- Managed and coordinated member registration, updates, documentation, and record-keeping processes.
- Oversaw daily office administration, including cleanliness, supply management, and utility services (electricity, water, internet).
- Maintained organized records for administrative operations, ensuring proper filing, coding, and secure storage

## Educational Background

### Masters of Arts in Public Administration

University of Dar es salaam

Oct 2024 - present

### Postgraduate diploma in management of foreign relations

Dr Salim Ahmed Salim Center for foreign relations

Oct 2023 - July 2024

### Bachelor of arts in political science and public administration

University of Dar es Salaam

Oct 2020 - July 2023

## Contact

Changanyikeni, dar es salaam

0743547928/077280155

shashirachel5@gmail.com

## Skills

### Technical Skills

- Teamwork & Collaboration
- Problem Solving & Decision Making
- Time & Task Management
- Communication & Negotiation
- Innovation & Adaptability
- Project Management
- Event Planning & Management
- Social Media Management

### Languages

- English (Fluent)
- Swahili (Fluent)
- Spanish (Intermediate)

## **Advanced Certificate of secondary education**

Nganza High School  
July 2018 - May 2020

## **Certificate of Secondary Education**

Montessori Maria Secondary School  
Jan 2014 - Nov 2017

## **REFERENCE**

### **Ms. Haika Shirima**

- Compliance Officer at National Social Security Fund-NSSF
- Mobile: +255654344550
- Email: haika.shirima@nssf.go.tz

### **Mr. Dennis Ngutu**

National Director at One Hope International, Tanzania  
Mobile: +255743392200 .

### **Dr. Richard Mbunda**

- Lecturer at UDSM (PSPA Department)
- Mobile: +255714848685
- Email: rmbunda@gmail.com