

JASTIN STEVEN KAVISHE

Sex: Male; Current address: Arusha, Tanzania;

Telephone: +255 620728313; Email: kavishejastin@gmail.com;

Nationality: Tanzanian; Date of birth: 08/11/1997; Place of birth: Arusha, Tanzania; Marital

Status: Single; Languages: English and Swahili.

QUALIFICATION IN SUMMARY

Highly motivated and results oriented Business Administrator with a Bachelor of Business Administration in Marketing and proven ability to manage and coordinate administrative functions to ensure smooth daily operations and workflow (Office activities, including supply inventory and vendor relations). Also, am highly motivated and results oriented Sales and Marketing officer with a proven ability to create customer retentions, increase sales and customer acquisition. Lastly am a result-oriented Store officer with ability to maintain stock (discourage over and understocking), to minimize storage costs.

EDUCATION BACK GROUND

YEAR	INSTITUTION	AWARD
2018-2021	UNIVERSITY OF ARUSHA	BACHELOR OF BUSINESS ADMINISTRATION IN MARKETING (BBA IN MARKETING)
2016-2018	UROKI SECONDARY SCHOOL	ADVANCE CERTIFICATE FOR SECONDARY EDUCATION
2012-2015	NGARENARO SECONDARY SCHOOL	CERTIFICATE OF SECONDARY EDUCATION
2005-2011	ARUSHA INTERGRATED PRIMARY SCHOOL	CERTIFICATE OF PRIMARY EDUCATION

WORK EXPERIENCE

- August 3- October 9, 2020 volunteer in TANESCO ARUSHA as a Customer service and marketing officer.
- September 26 to november-2021 volunteer in Vision for Youth as a Driver.

- October 13- to march 13,2023 volunteer, Tanga City Council as a Business Officer, Customer services and Marketer.
- May 1 to November 20-2023 worked at Keen feeders Ltd as a Sales and Marketing Officer.
- February 2 to may 5-2024 worked as a Store Officer at Keda Ceramic Ltd.
- June 5-2024 to march 5-2025 worked as a business administrator in the hospitality industry at Cheers Sports Lounge, Hotel and Lodge (Reservation, management, stock control, accountancy).

DUTIES

- Providing customer electrical form and giving explanation about it
- Giving quotation and preparing control number to customers
- Creating customer Tin, no through TRA portal.
- Creating and providing control number to the customers.
- To identify new opportunities available in market
- Stock-taking and verification (Checking inventory records for accuracy).
- Preparing plans for purchasing, budgets, cost-analysis, quotations, invoices and reports.
- Purchasing and negotiating with suppliers and customers.
- Checking purchase orders against stock levels.
- Receiving and issuing materials and supplies.
- Inspection of the incoming goods and items.
- Stock-taking and verification (Checking inventory records for accuracy).

OTHER SKILLS/COMPUTER SKILLS

- Microsoft word
- Microsoft power point
- Microsoft publisher
- Microsoft excels

OTHER SKILLS

- Driving
- Store Keeper
- Stock Control
- Payroll

- Prepare Invoice.
- Inventory management
- Outlook
- Sales Report
- Outlook

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HOBBIES AND INTEREST

- Team Working
- Adventures
- Meeting new people.

ABILITY

- ❖ Strategic planning; Proven ability to develop execute effective plans to achieve company goals.
- ❖ Proficient in Microsoft word and Excel to enhance productivity.
- ❖ Financial Management; Proficient in managing financial resources, tracking expenses and ensure budgetary compliance.
- ❖ Customer Focus; Proven ability to build and maintain strong customer relationship, ensure satisfactions and loyalty.
- ❖ Operational Efficiency; Expertise in streamlining process, improving work flows and maximizing resources utilization.
- ❖ Employee Relations: Skilled in building and maintaining positive relationship with employees to foster harmonious work environment.

REFEREES

Dr MSAFIRI ALLEN
DIRECTOR OF RESEARCH AND PUBLICATION
UNIVERSITY OF ARUSHA

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AKYOO NELSON PHD

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Head of Land Department Tanga

DECLARATION

I Jastin Steven Kavishe declare that, the above information provided is true to the best of my knowledge and belief.