

CURRICULUM VITAE

Name: Doreen Ebenezer Marishi
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PERSONAL STATEMENT

Doreen is a good team player, who is capable of working under intense pressure also having self initiative and positive spirit with intention of achieving organizational targets.

Having a career objective finding a challenging position to meet my competencies, capabilities, skills, education and experience.

She holds a **Bachelor degree of Business Management**.

PROFESSIONAL EXPERIENCE

CCECC TANZANIA

Tanzania Standard Gauge Railway (SGR) Mwanza - Isaka

Administrative Assistant

April 2022 - Sep 2024

- Document Controller
- Maintaining and Filling all Correspondence in the server
- Assist in planning and Preparation of Site Visits and Meetings
- Monitoring and respond to company emails
- Assisting and advising the Resident Engineer (RE)
- Making Flights and Hotels booking for our Office visitors
- Word-processing and Secretarial support
- Monitoring and Managing Site Office and Camp
- Maintaining Project Document Submittals in the server

ICAP - Columbia University – MSPH

Administrative Assistant for TISINI Study

May 2019 to Nov 2020

- Administrative support activities such supporting the team on providing equipment needed, preparing and storing documents used in the study, providing stationary to the team.
- Budget planning for the study, including accommodations, stationary, incentives, COV's per Diems, HIV screening venues, both in Formative Assessment and Quantitative Survey in Kagera.
- Searching, booking and making payments for Accommodations for the team and HIV screening venues for the study, also creating good working environment for the team to work effectively.
- Logistics supportive activities.
- Payments disbursement (Incentives) to participants, both primary and secondary participants in the study.
- Effective follow-up on per Diem payments for the team including a Driver and two COV's.
- Working hand in hand with Global Programs – UCSF members on making sure the Target given is reached.
- Ensuring transport availability for the team in and out of Kagera throughout the study.

Management and Development for Health (MDH)

Kagera Region

Data Clerk/ Viral load sample verifier

Jan 2018 - Dec 2018

- Verifying data (viral load, DBS sample and forms) collected from the health facilities across the Kagera region.
- Collecting and entering correct data in the excel sheet template.
- Verifying CTC patient's ID correspondence of what has been written in sample forms and in cryo-tubes.
- Close collaboration with viral load and DBS carriers during sample verification and forms.
- Maintaining accurate records of valuable information.
- Data storage (paper-based/electronic) for confidentiality issues.

- Close follow up with Temeke Laboratory team on status of received samples from Kagera.
- Technical support to viral load and DBS HUB's in Kagera region on proper filling of requisition forms as well as cryo-tubes.
- Quality improvement in making sure sample rejection is reduced to ZERO.
- Sending them through E-mail to MDH specialized laboratory at TEMEKE HOSPITAL for processing.

Maxcom Africa (T) Limited

Dar es Salaam Rapid Transport (DART) project

Supervisor

May 2016 - Nov 2017

- Supervising the cashiers (bus fare collectors) in the bus stations.
- Challenging cashiers on making sure that all the services given are successfully meeting our customers fully with no complaints.
- Maintaining and preparing the daily reports on the station's environment, daily sales, and problems mostly from the customers reviews if any so that they can be solved before the starting of the next day.
- Cash handling and closing daily sales as per shift.
- Attending weekly meetings for improving our services to the public.

CORE SKILLS

- Self-accountability and responsibility to tasks (Pro-active ethics)
- Self-motivated
- Teamwork and leadership skills
- Ability to meet deadline and complete tasks the way they are supposed to be done
- Good communication
- Ethics and Integrity
- Flexibility
- Computer Skills (MS Office – Word, Excel, Power Point)
- Leadership Skills (Leading a team of 5 staff)
- Communication, interpersonal Skills

- Reporting, documentation, time management skills
- Analytical Skills

EDUCATION

- **2012-2015** INSTITUTE OF ACCOUNTACY ARUSHA (IAA)
AWARD: BACHELOR OF BUSINESS MANAGEMENT
- **2010-2012** BAOBAB SECONDARY SCHOOL-BAGAMOYO
AWARD: Advanced Certificate of Secondary Education
- **2006-2009** FILBERT BAYI SECONDARY SCHOOL
AWARD: Ordinary Certificate of Secondary Education
- **1999-2005** DIAMOND PRIMARY SCHOOL-UPANGA, DAR ES SALAAM
AWARD: Certificate of Primary Education

EXTRACURRICULAR ACTIVITIES

Reading, Travelling, Sports

REFERENCES

- Eng. Justine E. Mazinge
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