

**CURRICULUM VITAE**  
**ELINA EZEKIEL JAMES**  
**Phone no: [+255 760 454 063](tel:+255760454063)**  
**E-mail: [elinajames719@gmail.com](mailto:elinajames719@gmail.com)**

## 1. PERSONAL DETAILS

**Date of birth:** 23<sup>rd</sup> February 2001

**Sex:** Female

**Nationality:** Tanzanian

**Religion:** Christian

**Language:** Swahili and English

**Marital status:** Single.

## 2. PERSONAL PROFILE

- ★ A highly motivated and detail-oriented individual with a strong passion for facilities management. Proven ability to drive membership growth, enhance customer satisfaction, and maintain high standards of cleanliness, safety, and service. Able to adapt at staff training, budgeting, and implementing wellness programs to meet business goals. Passionate about health and fitness with strong interpersonal skills and a commitment to fostering a motivating and inclusive environment. Highly organized and proactive in overseeing the efficient operation, maintenance, and safety of buildings and facilities. Skilled in managing vendor relationships, leading teams, and ensuring compliance with health, safety, and environmental regulations. I am eager to leverage my enthusiasm, problem-solving abilities, and commitment to excel in my profession.

## 3. EDUCATIONAL BACKGROUND

Year	Institution	Award
2020-2024	Ardhi University	Bachelor's Science Degree in Property and Facilities Management
2018-2020	Korogwe Girl's Secondary School	Certificate of Advanced Secondary Education Examination (ACSEE). <i>Physics, Chemistry and Mathematics</i>
2014-2017	Mbezi High School	Certificate of Secondary Education Examination (CSEE). <i>Science</i>

## 4. SKILLS

- ★ Proficiency in MS Word, Excel PowerPoint
- ★ Collaborative and teamwork player
- ★ Excellent organizing skills and time consciousness

- ★ Research skills
- ★ Ensuring that the objectives of the organization are met
- ★ Social Media marketing and engagement

## 5. CAREER COMPETENCIES

- ★ Property management
- ★ Marketing and sales
- ★ Health and fitness knowledge
- ★ Estate management
- ★ Compliance and risk management
- ★ Data analysis and reporting
- ★ Accounting
- ★ Real Estate market research and analysis
- ★ Property inspections and conditional surveys.
- ★ Business law, Land Law, Contract law and Conveyancing
- ★ Preparation of lease agreement
- ★ Customer care

## 6. WORKING EXPERIENCE

Year	Institution	Position
July 2024- December 2024	Dofbit	Tele-Marketing Officer
July 2023- October 2023	Tanzania Building Agency	Estate Officer
July 2022- October 2022	Tanzania Building Agency	Estate Officer
2021 July- 2021 September	Proper Consult Tanzania Limited	Property Manager

## 7. REFFEREES

1. Ismail A. Makele  
Estate Officer  
Tanzania Building Agency (TBA)  
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2. Switbert Nzyungu  
Estate Officer  
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## **9.DECLARATION STATEMENT**

I, undersigned certify that to the best of my knowledge and belief that, above information provided is totally correctly and describes academic and professional qualifications information as well as other information's which concerns me.

E. James