

## **CURRICULUM VITAE (CV)**

### **1.0. PERSONAL PARTICULARS**

#### **1.1. Personal History and Details**

- Surname - Jingi
- Middle Name - Ramadhani
- First Name - Abubakari
- Date of Birth - 13/09/1994
- Sex - Male
- Marital status - Single
- Nationality - Tanzanian
- Language - Swahili and English

#### **1.2. Contract Addresses**

- Email - [abubakarijingi52@gmail.com](mailto:abubakarijingi52@gmail.com)
- Telephone - 0742 095 919 / 0694 704510

### **2.0 EDUCATIONAL BACKGROUND**

YEAR	UNIVERSITY /INSTITUTE	AWARD
2016 – 2019	St. Augustine University of Tanzania (SAUT)	Bachelor of Arts in Public Relations and Marketing
2014 – 2016	Umoja Secondary School	Advanced Certificate of Secondary Education (ACSE)
2010 – 2013	Fundikira Secondary School	Certificate of Secondary Education (CSE)
2003 – 2009	Town School Primary	Primary Education

### **3.0 PROFESSIONAL/WORKING EXPERIENCE**

ORGANIZATION	PERIOD	POSITION
Frostee Media Inc	March 2020 – 2021	marketing intern

#### **3.1. My duties and Responsibilities included:-**

- Strategic traditional Media planning to make sure the maximum reach of the communication and meet the targeted audiences from the selected media platforms.
- Managing media negotiations and ensure that, client saves some money for other usage but still getting enough inventories from the packages which will utilized to drive the communications.
- Media buying / scheduling the adverts and direct the stations in the ads rotation ration but also the placement in case.

- The presenter briefing session to let the presenters being well understood about the particular campaign going to be executed to avoid confusion to the targeted audiences.
- Monitoring the media activities (Electronic and Billboards) in day to day to make sure client pays what exactly has been executed and stop wasting client's money paying for something which was not aired.
- Providing the weekly, monthly and post buy reports to client for whichever campaign that was executed.
- Doing the compliance report across the stations implemented the campaign and share the same with client for further advice.
- Identifying the market opportunities for client like where can do the wall branding or the potential billboards which can be used to place the brand and give impact and many others.
- Performing other duties as assigned by the department.

<b>ORGANIZATION</b>	<b>PERIOD</b>	<b>POSITION</b>
TANESCO – Tabora	Dec 2019 – 2020	Marketing personnel

### **3.2 My duties and Responsibilities included:-**

- Registration of new customers
- Solving customer complaints
- Communicating with applicants about their application status
- Responding to information requests.
- Accepting and faltering customer's applications.
- Providing consultations with customers which requested.

<b>ORGANIZATION</b>	<b>PERIOD</b>	<b>POSITION</b>
Mkwawa Leaf Tobacco Limited	Feb 2023 – Oct 2023 Feb 2024 – Oct 2024	Mobile Market clerk

### **3.3 My duties and Responsibilities included:-**

- To identify the number of Tobacco bales prepared in the market.
- To check the scale if it works properly and weight the tobacco bales brought to the market to see if the weight of bales written in the ticket is the same as how it was measured again.
- Fill in the bales simple and weight check books and give them to the buyers and the members of primary tobacco societies for sighting.

- Filling the PCN after the purchase of tobacco by writing the grades of tobacco according to how the buyers placed.
- Issuing tickets in tobacco bales that have been purchased or rejected for delivery to the point of payment.
- Preparing a market report showing the number of tobacco bales purchased, bales rejected and bales removed from the purchase for various reasons and handling the report to the relevant department.

#### **4.1. TRAINING, CONFERENCES AND SEMINARS**

- Media Buying Training hosted by Frostee Media Inc on the important things to know and Media Implementation or execution from April to May 2021.
- **Nkwabi Ng'anakilala Media Conference hosted by St. Augustine** University of Tanzania on the role of the media in influencing policy makers towards industrialization in Tanzania.
- Tanzania Youth and Digital Summit 2019 hosted by St. Augustine University of Tanzania 30<sup>th</sup> March 2019.
- SUAT Second International Conference on Harnessing Research and Innovations for Development at St. Augustine University of Tanzania Mwanza campus on 27<sup>th</sup> June 2019.

#### **5.0 COMPUTER LITERACY**

Microsoft Office Application – Microsoft Word, Excel, Microsoft power Point and Publisher, Blog, Email, Internet and Graphics and Design, Adobe Photoshop and Illustrator.

#### **6.0 PERSONAL ABILITY**

Ability to work alone an importantly work as a part of the team easy adaptation of new working environment.

#### **7.0 REFEREES**

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