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| SHUMBANA |  | SHUMBANA ADAM SEIF. |
| Mikocheni, Dar es salaam.+255 765 641 058+255 617 711 767shumbanariyami@gmail.com**REFERENCES**Elizabeth .s. KaruaLegal CounselANGLOGOLD ASHANTIelizabethkarua@gmail.com+255 787 777 730+255 658 777 730Geita, Dar es SalaamSamson MajwalaManaging DirectorPESS EA LIMITED+255 754 710 145samson.majwala@pess.co.tzDar es Salaam, TanzaniaAbraham MwalukomaAssistant DirectorCHAMPION GYM+971 58 953 0900+255 768 198 812Dar es salaam, Tanzania |  | **Professional Summary**Resourceful and proactive professional with over 6 years of experience in administration, accounting, sales, and operations. Proven track record of handling both managerial and executive roles, from bookkeeping and payroll to staff supervision, insurance coordination, and customer service. Holds a Certificate in Accounting and Transport Finance. Recognized for multitasking, leadership, and operational decision-making. Now seeking a management role to bring value, structure, and results.**Work Experience****Administrative & Operations Assistant (Receptionist Role)****Champion Gym – Dar es salaam, Tanzania****June 2023 – May 2025*** Oversaw daily gym operations, front desk management, and client on boarding.
* Handled insurance claims, reports, and follow-ups with multiple providers.
* Supervised junior staff, organized schedules, and delegated tasks.
* Managed all office paperwork, inventory tracking, and administrative tasks.
* Frequently stepped in for management, making key operational decisions.

**Sales Executive (Contracted via PESS East Africa Ltd)****Smile Communications Tanzania – Dar es salaam, Tanzania****August 2021 – February 2023*** Managed sales processes, customer acquisition, and account handling.
* Conducted market research and analysis to drive new strategies.
* Recruited and supervised field agents for outreach campaigns.
* Prepared and submitted monthly sales reports.
* Achieved and exceeded monthly sales targets.

**Assistant Accountant & Transport Officer****MDH Company Limited – Geita, Tanzania****November 2016 – July 2018*** Performed bookkeeping, payroll preparation, and invoice tracking.
* Assisted both the accounting and transport departments in financial tasks.
* Managed fuel consumption reports and inspected returned vehicles.
* Supported in reconciling records and maintaining accurate logs.
* Ensured compliance with internal finance procedures and reporting.

**Education*** **Certificate in Accounting and Transport Finance**

 National Institute of Transport, Dar es salaam 2015 - 2015* **Secondary School Certificate (O-Level)**

 Kisutu Girls’ Secondary School – Dar es Salaam, Tanzania  2010 - 2013**Key Skills*** Office & Admin Management
* Accounting & Payroll
* Sales & Customer Engagement
* Staff Supervision
* Insurance Handling
* Report Writing
* Market Research
* Transport Operations
* Problem Solving
* Leadership & Communication
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