

# CHRISTINA JAMES DISMAS



+255 621 091 524



christinadismas811@gmail.com



Dar es Salaam, Tanzania

---

## PERSONAL PROFILE

Dynamic and results-oriented Administrator with a strong background in administrative operations, human resource management, and organizational efficiency. Skilled in managing correspondence, coordinating office activities, and ensuring compliance with organizational policies. Adept at supporting leadership teams to drive operational excellence and organizational growth

---

## PROFESSIONAL EXPERIENCE

### Marketing Officer

Adriel Kiomboi Herbal Clinic

*October 2023 – June 2024*

- Designing and implementing marketing plans for company products.
- Coordinating with media representatives and sponsors.
- Working with the sales team to develop targeted sales strategies.
- Answering client queries about product specifications and uses.

### Administrator

Jemm Group of Companies

Kijitonyama Dar es Salaam

*July 2023 - October 2024*

- Answering to the director and presenting monthly reports.
- Managed daily administrative operations such as paying office bills, ordering office supplies in time to ensure smooth functionality and productivity within the organization.
- Supervised correspondence, document handling, and schedule meetings for the management
- Established outlook cloud email storage and physical filing to keep company documents and records in order
- Coordinated logistics for meetings, conferences, and corporate events.
- Registered the company for OSHA and NSSF to ensure compliance with government.

### Program Administrator

Dominus Foundation, Dar es Salaam

*June 2023-July 2023*

- Representation and Stakeholder Engagement: Represented the organization in high-level forums, such as the 2023 IIDC/VaCNets Virtual Hub Webinar, collaborating with global and local stakeholders to design and implement effective programs.
- Program Coordination and Reporting: Planned, organized, and documented weekly counseling sessions for orphaned children, ensuring program objectives were met and activities were aligned with organizational goals.
- Case Management Administration: Coordinated guardianship assessments, including preparing necessary documentation and liaising with stakeholders to ensure successful placement of international children with family members in Tanzania.
- Data Collection and Research Coordination: Conducted interviews and prepared detailed reports by gathering data from children, government officials, and partner organizations, contributing to program insights and evidence-based interventions.
- Partnerships and Resource Management: Worked closely with NGOs like SOS Children's Villages and Safina Network, ensuring efficient use of resources and seamless implementation of initiatives.

**Human Resource Intern**  
**Dodoma Municipal Council**  
**Dodoma Tanzania**

*July 2022- October 2022*

- Assisted in recruitment processes, including job postings, candidate screening, and onboarding of new employees.
  - Maintained and updated personnel records to ensure accuracy and compliance with labor regulations.
  - Supported the development and implementation of HR policies and procedures.
  - Monitored staff attendance records, leave applications, and payroll data.
  - Provided administrative support during staff training sessions and departmental meetings.
  - Collaborated with senior HR staff to address and resolve employee relations issues effectively
- 

## **EDUCATION**

**University of Dar es Salaam**  
**Bachelor of Arts in Political Science and Public Administration**  
*November 2020-July 2023*

**Kondoa Girls High School**  
**Advance certificate of Secondary Education**  
*2018 – 2020*

*Mlote Secondary School*  
*Certificate of Secondary Education*  
*2014-2017*

---

## **KEY SKILLS**

- Strong organizational and time-management abilities.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and administrative software.
- Effective verbal and written communication skills in both English and Swahili.
- Proven problem-solving and decision-making capabilities.
- Skilled in human resource management and personnel coordination.
- Expertise in budget preparation and expense tracking.
- High level of integrity, confidentiality, and professionalism

---

## REFERENCES

1. **Mr. Mathias Masaka**  
Lecturer  
University of Dar es Salaam  
+255688588969  
[Mathias.masaka@yahoo.com](mailto:Mathias.masaka@yahoo.com)
  2. **Prudensia kwabila**  
Principal Administrative officer  
The office of Registrar of Political Parties  
P.O. Box 2851 Dodoma.  
+255755306065  
[Prudencia.kwabila@orpp.go.tz](mailto:Prudencia.kwabila@orpp.go.tz)
  3. **Ms. Amina Gumbo**  
Supervisor Help2Help IT Bootcam  
+255752371360  
[Aminagumbo277@gmail.com](mailto:Aminagumbo277@gmail.com)
-