

ANDREW TUMAINI ALPHONCE

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Professional Summary

Ambitious Business Administration professional with experience in Marketing and business operations. Skilled in communication, customer care, problem solving. Seeking for Full time position to apply my academic knowledge and develop practical business skills.

Core Qualifications and Skills

- Microsoft Office (Word/Excel/Outlook) Operations, Marketing activities, Supervision.
- Strong Communications skills
- Fluency in Swahili and English Languages
- Human Resources Management
- Excellent Analytical and Problem-solving abilities
- Ability to work effectively in a team environment
- Business Management, Business Operations, Marketing activities, Supervision.
- Public Relations.
- Customer Service, Teamwork, Project Management
- Interpersonal skills, Design Effective Onboarding and Training Programs, Transparency, Ensure Compliance With Rules and Regulations.
- Customer Relationship Management.
- Time Management, Problem solving.

Work Experience

JUSTICE ISTITUTE OF KNOWLEDGE AND SUCCESS| DAR-ES-SALAAM.

BRANCH MANAGER.

May 2024- Current working.

- To Manage company daily budget and finances.
- To Build profitable Relationship between Customers and Business partners.
- To Develop and motivating branch employee performance.
- To recruit sales team for product research, promotion and to ensure month target given is reached.
- To Conduct market research and data analysis to identify opportunities for revenue growth and cost savings.
- To Collaborate with staffs to streamline business processes and improve operational efficiency.

ESTEEM AFRICA BUILDING ENTERPRISES CO. LTD

ADMINISTRATOR.

Sept 2022 – March 2024

- Supervise other staff and delegate responsibilities.
- Onboarding new teammates.
- Effectively communicates and implements company policies.
- Manage and organize office operations.
- Manage data in spreadsheets and reports.
- Scheduling appointments.
- Support Budgeting and bookkeeping procedures.
- Ordering office stationery and supplies.

GOODONE COMPANY| DAR-ES-SALAAM.

MARKETING OFFICER:

Oct 2019– Aug 2022

- To conduct market research.
- To managing the marketing budget.
- To Launch new product and share the information based on that product.
- To develop and execute new marketing initiatives.
- To develop marketing strategies.
- To produce marketing schemes and promotional materials.
- To create and overseeing marketing campaigns.

ARUSHA CAR DEALER (SHOW ROOM)|ARUSHA.

MARKETING OFFICER:

May 2017 – Jun 2019

- Develop marketing strategies for additional products that always available to bring more customers to our yards.
- Organizing events and campaigns to facilitate and motivate interest and able customers to visit our offices.
- Research competitors to identify the Swot analysis, that is their strength, weakness, opportunity and threats that will be used against them so as to win the Market.

TANZANIA BIOGAS DOMESTIC PROGRAMME|ARUSHA.

DATA COLLECTION ANALYSIS:

Nov 2014 – Mar 2017

- To make sure the construction of the plant to a customer has been completed.
- To receive important information from sales team and arranging them in order to Report them to Head of program (Marketing Coordinator).
- Providing official information's based on the products and services provided.
- Ensure the offer given to a customer is successfully and recorded.

TANZANIA POSTAL CORPORATION (TPC)|MOSHI.

ACCOUNTANT:

Aug 2013– Sept 2014

- To Perform daily Bank cheque and cash deposits as required.
- To perform Reconciliation of accounts regularly.
- To Perform update and create new records of daily box billing payments.
- To pay clients who have invested from different companies i.e. Tanzania Breweries Limited (TBL), NMB Bank, CRDB Bank.

TANZANIA POSTAL CORPORATION (TPC)|MOSHI.

SALES AND MARKETING:

Oct 2011 – Jun 2013

SALES DUTIES:

- Selling products and services using solid arguments to prospective customers.
- Performing cost–benefit analyses of existing and potential customers.
- Maintaining positive business relationships to ensure future sales.

MARKETING TRAINEE:

- Conducts market and competitor research based on postal products like stamps and new idea to improve postal products.
- Prepare promotional presentations, like offer low prices on packages and parcels.
- Preparing marketing materials like samples that we share with customers and companies that uses postal box.

Education Background

2014 – 2017 **Bachelor/Degree of Business Administration in Marketing. (BBAM)**

MOUNT MERU UNIVERSITY (MMU)

2012 – 2014 **DIPLOMA IN ACCOUNTING (DAC)**

TUMAINI UNIVERSITY MAKUMIRA (TUMA)

2011 - 2012 **Certificate of Business Administration in Marketing (CABA)**

TUMAINI UNIVERSITY MAKUMIRA (TUMA)

2003 – 2008 **Certificate of Secondary Education (CSE)**

URU SECONDARY SCHOOL

Other Courses Attended

18/03/2024 – 12/04/2024 **Advanced Drivers Course Grade two (VIP II)**

THE NATIONAL INSTITUTE OF TRANSPORT. (NIT)

2010 – 2011 **Certificate of Basic Computer & MS Office Program.**

BEREA BIBLE COLLEGE (BBC)

2008 – 2009 **Certificate of Computer Programming and Database Management System.**

THE INTEL TRAINING COLLEGE.

References

SABBA MOHAMED (TPC)

ACCOUNTANT,

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Declaration

I, **Andrew Tumaini Alphonse** declare that the particulars given here are true, complete and correct to the best of my knowledge.