

Sophia Mathias Salehe
Dar es Salaam, Tanzania
sophiasalehe 1994@gmail.com | +255789998349 | DoB: 30/12/1994

Motivated Cashier and storekeeper with 4+ years of experience in industry. Accomplished various tasks daily including inventory handling, stocking shelves with goods and materials and services to customers and collecting payments cheerful when assisting customers and co-workers.

PROFESSIONAL EXPERIENCE

Lotus Valley Limited (City Casino) Dar Es Salaam, Tanzania **06/21 present**
Sales Assistant/Cashier

- Welcomed customers and helped determine their needs and assisted them by answering questions and fulfilling requests
- Communicate with customers and team members to solve problems.
- Receive and proceed customer payments
- Built relationship with customers to encourage repeat business
- Operated cash register for cash, check and credit card transactions with excellent accuracy level.

Local Government Office-DSM, Tanzania **01/19-06/21**
Assistant Mtaa Executive Officer

- Handled confidential and sensitive information with discretion and tact.
- Updated and maintained confidential database and records.
- Took notes and dictation at meeting
- Problems solving to the citizens.

Udzungwa Falls Dipa Lodge LTD Morogoro, Tanzania.
Stores and Accounts

- Kept sales receipts and maintained accounting records
- Received product shipment and organized in stockroom storage area
- Prepare purchase requisitions for replacement of stock
- Ordered materials from various vendors to maintain stock merchandise levels
- Sorted and placed materials and goods on racks and shelves according to predetermined sequences such as product codes and size.

Kilombero Sugar Company Limited- Morogoro, Tanzania **07/15-10/15**
Storekeeper Trainee

- Ordered materials from selected suppliers and Expediting
- Received and issued of materials both physically and systematically
- Materials handling and stocktaking
- Documented shipping and receiving records to confirm receipt of orders
- Balance checking of requisition vouchers before issuing
- Commuted with vendors to discuss order discrepancies and returned damaged merchandise or incorrect orders.

**Tanzania Electric Supply Company Limited-DSM, Tanzania.
Storekeeper Trainee**

07/14-09/14

- Received materials, inspection and storage
- Issued received materials
- Balance checking of items in the Bin cards according to the item codes.
- Record keeping and filling
- Prepared documents such as GRN, Demand Note, Delivery notes, Vouchers and Gate pass.

EDUCATION

**Mount Sinai Business College
Diploma in Procurement and Supply Chain Management**

03/14-03/16

LANGUAGE

- Swahili-Native
- English Intermediate

KEY SKILLS

- Inventory handling
- Customer service
- Ms. Office, ms word, excell, Internet and email
- Sales and purchasing
- Record keeping

REFERENCES

Rehema Rashid, Lotus Valley Limited
+255789855585

Phillip Mwingiz- Accountant, Udzungwa Falls Dipa Lodge LTD
+255788924804

Happiness Mbowe - Mtaa Executive Officer, Local Government Office
+255652278868