

EDGAR HARRIDE

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PERSONAL PARTICULARS:

Date of Birth : 30th January, 1991
Place of Birth : Dar es Salaam
Nationality : Tanzanian
Gender : Male
Marital Status: Single
Residence : Dar es Salaam

EDUCATION BACKGROUND:

2015-2018 : **Bachelor of Laws (LL.B)**
Tumaini University

2013-2015 : **Diploma in Law**
Azania College of Management

WORK EXPERIENCE

May, 2019 to date **YAMAKI COMPANY LIMITED**

Position: Marketing and Sales Executive

Duties and Responsibilities:

- Looking for tender advertisements and preparing tender documents
- Implementing various marketing and sales strategies for the company
- Conducting market research to identify new customers and their needs
- Conducting business intelligence and price comparison on competitors
- Cold-calling potential customers and asking for meeting appointments
- Visiting and meeting potential customers to make sales presentations
- Following up leads and fulfilling service requests from customers
- Initiating, negotiating and closing business contracts with clients
- Developing a database of potential clients to ensure future pipeline

Nov, 2018-Apr, 2019 **AUTOTHENTIC MOTORS COMPANY LIMITED**

Position: Operations Officer

Duties and responsibilities:

- Overseeing smooth running of the company's day-to-day operations
- Acting as main point of contact between the company and customers
- Handling service requests from clients and determining scope of work
- Preparing work budget estimated and invoices submitted to clients
- Supervising staff to ensure customers' works are completed in time
- Representing the company in negotiation meetings other companies
- Preparing daily operational reports submitted Managing Director
- Performing other administrative tasks assigned by Managing Director

July-Oct, 2018

APEX ATTORNEYS

Position: Legal Officer (Intern)

Duties and responsibilities:

- Drafting contracts, agreements, affidavits and other legal documents
- Representing corporate clients in contract negotiation and signing
- Attending Mediation and Arbitration sessions on behalf of clients
- Representing corporate clients in labour disputes at the Labour Court
- Processing registration of new companies on behalf of clients
- Preparing and filing appeals, wills, deeds and other legal documents

July-Sep, 2017

KINONDONI DISTRICT COURT

Position: Court Clerk (Field Training, Degree)

Duties and responsibilities:

- Attending court sessions at the magistrate's court
- Taking notes on examining witnesses as part of court proceedings
- Drafting various legal documents e.g. contracts, memorandum etc
- Filing various court's documents on respective cases
- Researching past cases to look for decisions made in similar cases
- Drafting legal opinions to clients on different legal matters

Sep-Oct, 2014

HAKI ARDHI (NGO)

Position: Assistant Paralegal Officer (Field Training, Diploma)

Duties and responsibilities:

- Training villagers on land rights and good governance.
- Drafting legal document, e.g. land sales agreements
- Solving land encumbrance and with land license history
- Offering legal advice on how to get land licenses and land transfers

TRANSFERABLE SKILLS AND ABILITIES:

- Self-motivated, creative, out-going and highly motivated character
- Ability to work in a busy environment, under pressure of tight deadlines
- Natural hard worker, with a strong work ethic and high degree of professionalism
- Strong knowledge of Corporate Governance and business environment
- Excellent marketing, sales, customer care and customer retention skills
- Ability to sell products and services by using a consultative sales approach
- Ability to develop productive relationships with clients and colleagues
- Excellent management, supervisory, team-building and networking skills

REFEREES

Kelvin Ngeleja

Advocate

Apex Attorneys

Mobile: 0734391273 / 0754384383

Dennis Mwailunga

Managing Director

Autothentic Motors

Mobile: 0712634553

Gwakisa Mwaikasu

Chief Executive Officer

Yamaki Company Limited

Mobile: 255 655 385 400/ 0623450945

Venance Mwansasu

Audit Manager

Mazars Tanzania Limited

Mobile: 255 718217575