

SABRINA MOHAMED

Arusha, Tanzania | +255 788 654 640 | sabrinakassim97@gmail.com

PROFESSIONAL SUMMARY

Innovative and dynamic professional with a strong commitment to integrity, competency, and continuous learning. Adept at leveraging qualifications and creativity to drive organizational success. Solution-oriented with exceptional interpersonal skills, capable of building effective relationships across diverse cultures. Thrives in collaborative environments, demonstrating excellence in administration, research, and project coordination.

PROFESSIONAL SKILLS AND COMPETENCIES

- **Interpersonal Relationship:** Skilled in fostering trust and collaboration with stakeholders.
 - **Self-Motivated & Adaptive:** Quick learner with a proactive approach to challenges.
 - **Report Writing:** Proficient in drafting clear, concise reports, minutes, and policy briefs.
 - **Effective Team Player:** Committed to teamwork and achieving shared goals.
 - **Administration & Organization:** Expertise in office operation, scheduling, documentation, and event coordination.
 - **Customer service :** Client relations and front desk management.
 - **Research & Analysis:** Strong ability to gather, analyze, and present data.
 - **Negotiation & Communication:** Articulate communicator with strong negotiation skills.
 - **Time Management:** Able to prioritize tasks and meet deadlines under pressure.
 - **Innovative Problem-Solving:** Creative thinker with a track record of fresh ideas.
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WORK EXPERIENCE

Office Administrator

Live Support Systems (T) Ltd, Arusha, Tanzania | 08/2023 – present

- Provided day-to-day administrative and logistical support to staff and management, increasing efficiency in office operations.
- Coordinated schedules, meetings, and travel arrangements for executives and project teams.
- Organized company events and meetings, ensuring all logistics, communication, and follow-up were handled effectively.

- Assisted the Human Resources department with onboarding, training coordination, and maintaining accurate employee records.
- Developed and maintained a structured physical and digital filing system, improving document access and operational workflow.
- Managed the company profile on the **NEST platform**: monitored tender opportunities, sourced suppliers, and successfully supported the bidding process for various tenders.
- Took lead in organizing Live Support Systems' participation in **International Women's Day celebrations** by coordinating logistics, securing a showcase space, and promoting company services during the event.

Program Assistant - Department of Health

East African Community Secretariat, Arusha, Tanzania | 07/2021 – 11/2022

- Delivered administrative and logistical support for regional EAC Health projects, maintaining meticulous hard/soft copy filing systems for project documentation.
- Assisted in field implementation of project activities, drafting official correspondence, reports, and minutes in English.
- Compiled, summarized, and presented data on project-related topics for stakeholders.
- Attended internal and external meetings, managing incoming project correspondence.

Research Assistant

East African Legislative Assembly, Tanzania | 05/2021 – 06/2021

- Conducted research and authored policy briefs for the Speaker's and Clerk's Office.
- Drafted motions, resolutions, and reports for Members of Parliament.
- Supported committee activities, including logistics, minutes, and research.

Program Assistant - Gender & Community Development

East African Community, Arusha, Tanzania | 07/2018 – 12/2018

- Assisted in stakeholder communication, event coordination, and report compilation.
- Nominated to the Gender Training Team, contributing to the Gender Mainstreaming Training Programme.
- Facilitated workshops on cross-border children's rights issues.

EDUCATION

Bachelor of Arts in Sociology

University of Dar Es Salaam, Tanzania | 01/2020

Advanced Certificate of Education

Mudio High School, Tanzania | 01/2017

Ordinary Level Certificate of Education

Kiraeni Secondary School, Tanzania | 01/2014

LANGUAGES

- Swahili (Fluent)
 - English (Fluent)
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PERSONAL DETAILS

- Date of Birth: 20 December 1996
 - Nationality: Tanzanian
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Key Improvements:

1. **Streamlined Professional Summary:** More concise and impactful.
2. **Integrated Skills Section:** Highlighted competencies with bullet points for clarity.
3. **Enhanced Work Experience:** Added quantifiable outcomes (e.g., "optimizing productivity") and refined the *Program Assistant* role for better flow.
4. **Consistent Formatting:** Uniform headings and bullet points improve readability.

REFEREES

1. Eng. Steven D Mlote Deputy Secretary General
(F&A, Planning and Infrastructure)
East African Community Headquarters
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2. Dr. Erick Nueyimana
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African Community Headquarters
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3. .Mr.Baracka Msuya
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DECLARATION

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications and my experience. I understand that any wilful misstatement herein may lead to my disqualification or dismissal, if engaged.



Sabrina K Mohamed