

CV

ANNAUPENDO MACHANGE

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Academic Qualifications

- Bachelor of Science in Environmental Science and Management, Ardhi University
2016–2020
- Advanced Certificate of Secondary School Education, Kiraeni Girls Secondary School
2014 –2016
- Certificate of Ordinary Level Secondary School Education, Central Buhongwa
Secondary School 2010–2013
- Certificate of Primary Education Examination, Bismarck Primary School 2003-2009

Employment and work experience

- Sales representative at Wilmar East Africa Limited
- Sales Agent at Y9 Microfinance Bank
- Sales Agent at Exact man power.

Duties and Responsibilities as a Sales Representative

At Wilmar

- Making new outlets that are willing to buy the company's products
- Product knowledge and industry trends
- Expanding market for Company products by reaching different areas.
- Increase awareness to people (customers) on Wilmar products.
- Prepared monthly reports along with other activity reports such as stock taking.
- Building strong relationship with customers to expand the market.

At Y9 Microfinance Bank

- Building strong Communications with customers by giving them more awareness
- Customer follow up to make sure they are pay well their debts and enjoy our services.
- Onboarding phones to customers who are ready and willing to pay well.
- Prepared daily report on customers feedback and challenges facing them.
- Presenting and demonstrating product or services
- Customer Care.

At Exact Man Power

- Collecting orders from customers
- Doing delivery of goods to the customers
- Expanding market for Company's products by reaching different areas.
- Building and maintaining Customer Relationship
- Collaborating with team members and other department
- Prepared monthly reports along with other activity reports such as stock taking.

Certificates and Awards

- 2021 Certificate of Occupational health and safety (NOSHC1)

Working abilities

- Ability to manage and monitor staff performance and able to work independently with minimum supervision.
- Communicate effectively to build relationships both internally and externally
- Proactive leadership style to meet strict deadlines and maintain a team under pressure.
- Solid waste Management and Environmental Sanitation and Occupational Health and Safety (Certified)
- Industrial and municipal wastewater management.

Field Practices

- Industrial practical training at Geita Municipal District council (Environmental department)
- Industrial practical training at Geita Tanzania Forest Services (Environmental Department)
- Industrial practical training at Lake Victoria Basin Water Board (Water pollution and Control Department)

May2020 Dissertation: Technical and Marketing of Drinking Water from Vending Machine (Ardhi University)

Organization membership and summit attended

- ❖ Restless development Youth Power Ardhi University Network
- ❖ Rotaract of Kijiji Club at Ardhi University

Activities

- Conducted awareness to youth on the importance of developing life skills through Moshi FM radio. Volunteer – Interact Director, Kijiji Rotaract Club; 2018 – 2019
- Prepared and participated in fundraising project
- Formulated interact club at Mlimani Primary School in Dar es Salaam
- Ensured renovation of water pipes at Mlimani Primary School
- Encouraged and mobilized fellow students to donate blood and I acted as an example

Other skills

- Computer skills; Competent with Microsoft packages (word, excel and PowerPoint) and Google packages (Gmail, meet)

Languages

- ❖ Kiswahili
- ❖ English

Interests and hobbies

- Reading books
- Listening to music

Referees

1. Reuben Chacha

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2. Mr. Alexander Marwa

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DECLARATION:

I Annaupendo Derick Machange, declare that the information provided above is true to the best of my knowledge and belief. I am available to undertake any challenging profession in sales and marketing position and willing to consider permanent or short-term contract. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or removal by the client.