

CURRICULUM VITAE

PERSONAL INFORMATION	
Surname	Paulo
First Name	Paulo
Other Names	Joseph
Date of birth	16 st April 1992
Place of birth	Mwanza
Sex	Male
Nationality	Tanzanian
Languages	Fluent in Swahili & English
Marital status	Married
Address	Dar es salaam
Mobile Phones	+255 781986614
Email:	paulopaulo1604@gmail.com

PERSONAL KEY COMPETENCE
Self-motivated professional highly proficient in developing creative solution and implementing objective decision making. Maintains positive attitude and works hard to build team relationship. Willingness to take on added responsibilities to meet team goals. Strong worth ethic, adaptability and exceptional interpersonal skills, Marketing and Sales skills, excellent time management and problem-solving skills. Detail oriented team player with strong organizational skills. Ability to work on my own initiatives and also manage pressure at work. Adept at working effectively unsupervised and quickly mastering new skills.

EDUCATION BACKGROUND		
YEAR	EDUCATION LEVEL	SCHOOL
2016 - 2019	Bachelor Degree in Procurement and Logistics Management (BPLM)	Tanzania Institute of Accountancy.
2014-2016	Diploma in Procurement and Logistics Management	Tanzania Institute of Accountancy
2013 - 2014	Basic Technician Certificate in Procurement and Logistics Management.	Tanzania Institute of Accountancy
2008 - 2011	Certificate of secondary education Examination(CSEE)	Kemoramba Secondary School
2001 - 2007	Primary School Leaving Examination(PSLE)	Bwasi primary school

WORKING EXPERIENCE

SALES MANAGER: ENGIE ENERGY MYSOL MASASI MTWARA, 10/2022 - 08/2025

- Leading and managing a team of sales representatives..
- Forecasting sales performance and identifying areas for improvement.
- Monitoring and analyzing sales performance, identifying areas for improvement.
- Coaching and developing team members to improve performance.
- Building and maintaining strong relationships with key customers.
- Driving sales growth and revenue.
- Managing and motivating sales team.
- Identifying and pursuing new business opportunities.
- Analyzing market trends and competitor activity.

SALES TEAM LEADER: BURN MANUFACTURING COMPANY LIMITED - DAR ES SALAAM , 01/2021 - 09/2022

- Leading and managing a team of sales Agents.
- Recruitment and training of Sales Agents,
- Setting sales targets and developing strategies to achieve them.
- Coaching and developing team members to improve performance.
- Developing and implementing effective sales strategies.
- Motivating and inspiring the team to achieve sales goals.
- Providing sales reports and analysis to stakeholders.

SURVEY SUPERVISOR: ONE ACRE FUND - SINGIDA, 07/2019 - 12/2020

- Applied strong leadership talents and problem-solving skills to maintain team efficiency and organize workflows.
- Direct management of 10 Survey Officers to ensure they perform their task effectively and efficiently.
- Plan, manage and organize team's task and prepare detailed work plan.(Daily,

Weekly, Monthly)

- Ensure all households targeted for survey registered and interviewed as required.
- Plan and provide regular training to Survey officers on best practice in supervision.
- Ensure the Survey team maintain high standard(100%) of data accuracy
- Maintain and monitor data collection process during the field survey.
- Proper assigning, maintaining and follow up of tablets that are assigned to each survey officer.
- Prepared and submitted detailed reports.

SALES AGENT: VODACOM - ARUSHA, 06/2016 - 06/2019

- Increased sales and customer satisfaction through personalized servicing.
- Spoke to customer in native language to increase loyalty and establish relationships.
- Provided superior service to customers by quickly and courteously responding.
- Set and achieved company defined sales goals.

COMPUTER APPLICATION AND OTHER SKILLS

- Ms. Windows, Ms. word, Ms. excel, Ms. Power Point and Ms. publisher
- Customer service focused
- Operations management
- Team supervision and leadership
- Communication skills.
- Relationship Building and Management skills
- Leadership skills
- Time management skills

HOBIES AND INTERESTS

I'm enjoying watching and playing football and reading books. I have a keen interest in music as well as watching movies. Interaction with different people to learn different new things. Also I like to involve myself in community and social related matters like charity and volunteering.

REFEREES

Jackson Beda Regional Business Executive Mysol Engie Mtwara P.O.Box 1394 Mtwara Mobile: +255 756 985 940 Email: jackson.beda@engie.com	Vestina Malugu Human resource Manager Burn Manufacturing Limited P.O.Box 19864 Mobile: +255 614 303 765 Email: vestinamalugu65@burn.tz	Elitara Mwakabuta Specialist One Acre Fund- Singida P.O.Box 2256 Iringa Mobile: +255 754 283 449 Email: elitara.mwakabuta@oneacrefund.org
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