

HERIETH GODFREY LEMA

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OBJECTIVE

Making use of Marketing, Sales and Customer Service skills in a highly dynamic work environment.

PROFESSIONAL EXPERIENCE

Takawedo Investments Co. Ltd

July 2023 - Present

Sales Representative

Key roles but not limited:

- ✚ Develop company's order processing and on time deliveries
- ✚ Sell products as recommended by our suppliers
- ✚ Deploy materials for various suppliers for customer products awareness
- ✚ Introducing new products for our suppliers and communicate changes to our customers
- ✚ Develop new sales areas and or new outlets and plan of sale
- ✚ Ensure monthly targets are met for all our suppliers' brands
- ✚ Collects market feedback for all products and forward to respective area sales managers
- ✚ Billing and cash and or expenses recording for monthly reconciliations
- ✚ Participate in our supplier's trade events and promotions for products awareness
- ✚ Prepare daily and monthly reporting on out of stocks for new order creations
- ✚ Answering customers' questions and escalating complex issues to the relevant departments
- ✚ System recording of all daily sales and prepare the incentive calculations
- ✚ Other duties assigned my manager.

Shinyanga Municipal

September 2022- March 2023

Internship as Environmental officer

- ✚ Record management
- ✚ Environment management and conservation
- ✚ Gardening
- ✚ Community mobilization and tree-seedling distribution
- ✚ Developing reports, liaising with authorities, investigating hazards, and recommending sustainable solutions like recycling and energy efficiency improvement

EDUCATIONAL ACHIEVEMENTS

Bachelor of Science in Horticulture

Sokoine University of Agriculture (SUA), Morogoro

2018-2021

Advanced Certificate of Secondary Education (ACSEE)

Scolastica High School-Kilimanjaro

2016-2018

Certificate of Secondary Education (CSEE)

Bishop Henry Gogarty Secondary School, Arusha
2012-2015

Certificate of Primary Education

Diamond Primary School, Dar es salaam
2005-2011

DIGITAL SKILLS

➤ Computer Knowledge

- Microsoft word
- Microsoft Excel
- Microsoft Access- Internet and E-mail

➤ Languages

- Kiswahili- Fluent Speaking, writing and reading
- English- Fluent Speaking, writing and reading

HOBBIES AND INTERESTS

Reading | Sports and games | Travelling

PERSONAL ATTRIBUTE

Time management | Reliable | Self-directed and motivated | Team Work

REFERENCES:

1. Ms. Getrude Gisema

Municipal Human Resource Officer
Shinyanga Municipal Council
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2. James Mduma

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