**IRENE MFAUME SAID**

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| CONTACT DETAILS | Physical Address: **Vingunguti ST, Ilala – Dar es salaam**Phone contacts: +255679259695/ +255714751112Email: irenemfaume7@gmail.com |
| PERSONAL DETAILS | Surname:  **Said**  First name: **Irene**  Middle name: **Mfaume** Gender: **Female** Marital status: **Single** Nationality: **Tanzanian**Place of birth: **Dar Es Salaam** Birth Date: **11st November 1999** Language fluency: **Swahili and English**  |
| Objectives | * Applying my knowledge and skills in tackling challenges.
* Improving performance and realization of company goals under organizational framework to boost company growth and development.
* Furthermore, gaining competencies, knowledge, capabilities, skills, and experience which will facilitate me to meet and achieve my objectives.
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| Experience | adminISTRATOR trainee, temeke municipal– dar es salaamJuly – November, 2021.* Collection of revenue from primary sources as income, sales and property tax.
* Listen and resolve disputes, complaints and cases.
* Fillings forms for letter o identification.
* Scanning and uploading personal forms concerns different matters.
* Promotion of local development under participatory process.
* Consolidate democracy within its area of purification and apply it to accelerate development of people.

**SUPERMARKET(sale), BUGURUNI-DAR ES SALAAM.** 2021-2022* Selling groceries.
* Selling fresh products, meats,bakery and dairy products.
* Good communication with customers.

**CRDB BANK AGENCY**2023* Collecting checks.
* Drafts.
* Bill of trade.
* Profits and interests.
* Clients and credit the sum in their records.

**FRONT OFFICE AT JILEROUX RECRUITMENT COMPANY** **2023** Customer services  Multitask skills workSchedule appointments Manage visitors, calls and email Doing all front duties  |
| EducationCERTIFICATION | UNIVERSITY OF DAR ES SALAAM – DAR ES SALAAM – BA in Political Science and Public Administration2020 - 2023NATTA high school – SERENGETI – Advanced Certificate of Secondary Education (ACSE) 2018 - 2020yeshua SECONDARY school – dar es salaam – Certificate of Secondary Education (CSE)2014 - 2017 **Certificate in Customer services.**Issue by **Alison,** Empower Yourself.Issued date: **May 2023Diploma in Reception Skills**Issue by **Alison**, Empower YourselfIssued date: **May 2023** |
| competencies & Abilities | * Leadership skills and administrative skills.
* Ability to work with minimal supervision.
* Networking and influencing skills.
* Highly reliable and dependable.
* Ability to maintain effective working relationships with all levels of staff and donors.
* Community facilitation skills.
* Excellent communication, interpersonal skills and customer service skills.
* Time-management and good decision-making skills.
* Ability to organize and prioritize a variety of tasks/ projects.
* Customer service.
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| PERSONAL SKILLS | * **Computer literate**: Proficiency with word processing and spreadsheet software.
* Efficient knowledge in **Microsoft office suite**: Microsoft word, excel, publisher and power point.
* Internet and email skills.
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| References | **beata j mdoe**MEO, Tandika ward – Dar es salaam+255 753658909 **Dr. kelvin munisi**Lecturer, UDSM – Dar es salaam+255 759 085 452**WILLIUM GEORGE SHAMBA** Tutor II - Ministry of Agriculturewilliumgeorge8@gmail.com0742273031  |