**IRENE MFAUME SAID**

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| CONTACT DETAILS | Physical Address: **Vingunguti ST, Ilala – Dar es salaam**  Phone contacts: +255679259695/ +255714751112  Email: [irenemfaume7@gmail.com](mailto: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. |
| Experience | adminISTRATOR trainee, temeke municipal– dar es salaam July – 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 work  Schedule appointments  Manage visitors, calls and email  Doing all front duties |
| Education CERTIFICATION | UNIVERSITY OF DAR ES SALAAM – DAR ES SALAAM – BA in Political Science and Public Administration 2020 - 2023 NATTA high school – SERENGETI – Advanced Certificate of Secondary Education (ACSE) 2018 - 2020 yeshua 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 Yourself  Issued 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. |
| 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. |
| 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 Agriculture  williumgeorge8@gmail.com  0742273031 |