# CURRICULUM VITAE (CV)

PERSONAL DETAILS

FULL NAMES: SALMAN YUSUPH NAZIR KHAN

DATE OF BIRTH: 24/10/1992

GENDER: MALE

RELIGION: MUSLIM

MARITIAL STATUS: SINGLE

NATIONALITY: TANZANIAN

LANGUAGES: ENGLISH, SWAHILI AND HINDI

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# *PROFILE*

A hard working and trustworthy dedicated person has a high level of integrity, self motivation and can effectively and efficiency deal with different duties. Throughly enjoys creating and implementing fresh challenges. I am seeking position in an organization that will care not only for my personal needs, but also for my further career aspirations while archiving corporate goals of the employer.

# *QUALITIES /ATTRIBUTES*

* Able to work independently and in team as well.
* Organized and systematic yet flexible.
* Interpersonal communication and leader ship skills.
* Able to work under necessary pressure.
* Self starter, motivation and result oriented.

# *IT SKILLS*

* MS – office packages

# *ACCADEMIC PROFILE*

* 2007 – 2010 COMPLETED O-LEVEL EDUCATION AT GREEN ACRES
* MARCH 2011 – MAY 2011 COMPLETED MS- PACKAGES AT LEARN IT
* OCTOBER 2012 – MAY 2014 COMPLETED AIR TRAVEL MANAGEMENT LEVEL 2 AT MOMBASA AVIATION TRAINING INSTITUTE
* JUNE 2015 – DEC 2015 – COMPLETED ABE BUSINESS MANAGEMENT LEVEL 4

# *WORKING EXPERIENCE*

* JAN 2013 – FEB 2014 Part time job at Mohamed cyber as sales manager

Duties

* Supervising the area
* Cashier
* Windows installation
* Jully 2014 – January 2015 full time at computronix centre as sales

Duties

* Invoice writing
* Sales person
* Stock taking
* Ordering goods
* Costumer services
* Feb 2015 – june 2015 full time at mr. plastic limited as factory superviser

Duties

* Supervising the place and workers
* Stock management using ms-excel
* March 2016 till July 2017full time at shoppers supermarket as cash and sales supervisor

Duties

* Supervising the place and workers
* Sales and cashier
* Tax invoice
* Costumer care
* July 2017 till june 2021 full time at Afriweld Industries ltd as production manager and Quality control manager

Duties

* Supervising the place and workers
* Quality maintance
* Stock for raw materials
* Introducing new products to TBS
* Allowance and wages for daily production workers
* Attendance sheet for daily and monthly workers
* Checking and solving customers issues with the goods
* August 2021 till August 2023 full time at call power center as costumer care representatives and trainer
* Talking to clients and solving their queries
* Team work with other co workers
* Training new employees on how to use the system and have empathy on clients

# *REFENCES*

TARIQ SUMMAR

SUPERVISOR AT MR DISCOUNT

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NASRA ALLY

OPPARATION MANAGER AT DOLSON INTERIOR

DAR ES SALAAM

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