

CURRICULUM VITAE –LINDA TIBBS

PERSONAL PARTICULARS

Birth date: 5th September 1998

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PERSONAL PROFILE.

To work in a position where I can increase my skills and experience by working hard and smart. I'm interactive and effective in communicating with individuals and groups in order to build healthy relationships and work much better. Hopefully to become a proficient person to perform the duties of the organization.

PROFESSIONAL EXPERIENCE

Company: Dough Works Company

Position: Supervisor

July 2022– To date

Responsibilities

- Preparing reports (daily, weekly and monthly)
- Supervising daily activities of twenty (20) staff working for the company.
- Coordinating events set by the company.
- Training for staff on how to take care of the clients/customer services.
- Record keeping and maintaining of all the company files and financial transactions .
- Manage and monitor pet cash of the company each month.
- Manage and monitor all the purchases of the Company.
- Supervise the cleanliness of the company compound
- Manage and monitor the expenses on a daily, weekly and monthly basis.
- Keeping the Staff and other administrative files (hard copies) up to date and well maintained.
- Prepare company documents /communications
- Customer service e.g. answering customers calls and queries, taking orders etc.

Organisation: Youths of the United Nations (YUNA)

Position: Volunteer

Nov 2019 to present.

Responsibilities

- Conserving the environment: i.e beach cleaning with other Youth.

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- Educating other Youth on Gender Equalities;
- Promoting personal and environmental hygiene to Youth ; and
- Participate in arranging organizations' events such as campaigns for Sustainable Development.

Company: Gelato Ice cream

Position: Front attendant

July 2020 to March 2021

Responsibilities

- Advertising and marketing the products of the company ,
- Issuing payment to workers and preparing daily, weekly and monthly reports.
- Custom service of the clients coming to buy ice cream products.
- Keeping cash payments of the clients.
- Maintaining cleanliness of the office compound.

Organisation: YOCCO Orphanage

Position: Volunteer

June 2019 to August 2021.

- Household chores to support the orphanage.
- Babysitting children who are in the orphanage.
- Motivating children to pursue their goals in career and developing sound communication among themselves and others.
- Monitor the daily movement of children for their safety.
- Keep record of children information in the orphanage.
- Participate in the purchase of children's basic needs in the orphanage.
- Cleaning of the orphanage compound.
- Keep pet cash of the orphanage

Language

- Kiswahili-Fluent in speaking, writing and reading
- English - excellent in speaking, writing, and reading.

Computer Literacy

- Microsoft Office advanced packages (i.e. Ms. Word, excel and PowerPoint)
- Email and Internet

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Education background

2019-2022: Bachelor's of science in wildlife conservation - University of Dar es Salaam.

2017-2019: Advanced Education -Visitation Girls secondary school

2013-2016 Ordinary education - Shepherds Secondary school.

REFEREES

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