

## Contact

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## Top Skills

Microsoft Excel

Salesmanship

Teaching English as a Foreign Language

# Mariam Rajab Maranda

Senior Associates at Inash.inc (Dar-es-salaam) Tanzania  
Dar es Salaam, Tanzania

## Summary

Ms. Mariam Maranda is currently working at Inashinc.co.tz, as Senior Associate. A proud graduate of Zhejiang University of Technology in China, graduated in the year 2019 with a bachelor in International Economics and trade. She is a creative business analysts with broad-based background in highly competitive and dynamic organizations. She has more than five years of working experience, attained from different companies and organizations. Recognized as decisive leader and excellent team player. Committed to forming strong, productive teams.

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## Experience

Inashinc.co.tz

Senior Associate

April 2023 - Present (1 year 7 months)

Dar es Salaam, Tanzania

### KEY TASKS

- Conducting research on client's needs providing recommendations to management about how to meet them.
- Managing projects from start to finish, including planning, organizing, developing, deliverables and ensuring project compliance with company policies
- Developing new business opportunities by identifying potential clients and cultivating relationship with them
- Providing consultation services to clients
- Conduction interviews with clients to gather information about their needs and goals.

DSM Corridor Group (DCG)

Key Account and Documentation Officer

August 2022 - April 2023 (9 months)

Tanzania

### KEY TASKS

- Attending to all the clients and providing right information on time
- Providing clients with all required documents to avoid any delay of their cargo
- Replying to all emails on time
- Sending reports everymornig on clients's cargo info and status
- Making sure all clients's requirements are met, from proper documentations, staffing, handling, storage, usage of system to upload theircargo e.g TANCIS as well as other important required procedures.

### Green Masaki Development

Office Administrator

January 2022 - August 2022 (8 months)

Tanzania

#### KEY TASKS

- Prepairing proposals to bepresented to the donors
- Organize events, documents, meetings and workshop
- Responsibleor all administrative activities
- Responsible for proper filling, documentation and records keeping
- Arranging all necessary payments

### Tanzanian Embassy in Brazil

Office Administrator

March 2021 - January 2022 (11 months)

Brazil

#### KEY TASKS

- Mintainning and keeping proper records
- office duties, making appointments, scheduling trips, recording meeting minutes,
- Prepairing proposal- when needed
- Community Liason

### Emerson Education (Dar es Salaam)

Office Administrator

May 2020 - March 2021 (11 months)

Dar es Salaam, Tanzania

#### KEY TASKS

- Taking care of all receptionists duties
- Assisting students enrolment
- Training teacherson internationa syllabuses
- Training teachers and students on efficient use of systems and softwares introduced by international universties.

## Sleeptime

### Store Manager

January 2020 - May 2020 (5 months)

Tanzania

#### KEY TASKS

- Issuing invoices to the clients
- Attending and assisting customers
- Managing staff and all daily activities of the showroom
- Performing marketing tasks

## Dolson Interiors Limited

### Sales And Marketing Associate

June 2019 - January 2020 (8 months)

Dar es Salaam, Tanzania

#### KEY TASKS

- Worked under sales department for two months- mainly attending clients
- worked under marketing department for three months- both indoor and outdoor including digital marketing
- Worked under operations department for two months. supervising clients's work and managing staffs, as well as daily activities of the company.

## LITTLE SCHOLARS ENGLISH CENTER

### English Teacher

June 2017 - April 2019 (1 year 11 months)

China

#### KEY TASKS

- Teaching grammar and vocabulary
- Providing speaking practise
- Correcting of pronunciation and grammar mistakes
- Providing feedback on writing assignment
- Creating a fun and engaging learning environment

## BANK M

### FIELD TRAINING

January 2014 - February 2015 (1 year 2 months)

Dar es Salaam, Tanzania

#### KEY TASKS

- Assisting in administration activities
- Receptionist, receiving and attending clients.
- Cashier/bank teller

-Assisting in all other department when extra hand is required.

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## Education

Zhejiang University of Technology

Bachelor's in International Economics and Trade, International  
Economics · (February 2015 - June 2019)