

PROFESSIONAL SUMMARY

Dynamic and results-driven professional with over two years of combined experience in sales execution and administrative support, backed by a strong academic foundation in Agricultural Science and Technology. Skilled in client relationship management, sales strategy, and operational coordination, with additional hands-on experience as a data analyst intern supporting data-driven decision-making. Adept at blending analytical insights with practical agricultural knowledge to deliver measurable business growth and operational efficiency. Passionate about leveraging technology and data to drive innovation in the agri-business and sales sectors.

SKILLS

Sales & Marketing Skills	Administrative & Organizational Skills	Data Analysis & Technical Skills
<ul style="list-style-type: none"><li>• Customer Relationship Management (CRM)</li><li>• B2B and B2C Sales</li><li>• Lead Generation &amp; Conversion</li><li>• Negotiation &amp; Persuasion</li><li>• Product Demonstration</li><li>• Market Research &amp; Analysis</li></ul>	<ul style="list-style-type: none"><li>• Office Management</li><li>• Scheduling &amp; Calendar Coordination</li><li>• Document Preparation &amp; Filing</li><li>• Procurement &amp; Inventory Control</li><li>• Team Support &amp; Coordination</li><li>• Report Writing</li></ul>	<ul style="list-style-type: none"><li>• Microsoft Excel (Pivot Tables, VLOOKUP)</li><li>• Power BI / Tableau</li><li>• SQL (Basic Queries)</li><li>• Data Cleaning &amp; Visualization</li><li>• SAP</li><li>• Research &amp; Statistical Analysis</li></ul>

EXPERIENCE

08/2022-present	<p><b>sales and administrative assistant,</b> Agricom Africa limited, Tanzania</p> <ul style="list-style-type: none"><li>• Streamline office operations, improving efficiency by 30% through optimized scheduling, document management, and enhanced communication between departments.</li><li>• Provide comprehensive support across operations including PR, administration, accounting, personnel, stock management, reporting, and liaison with headquarters</li><li>• Spearhead sales initiatives that increase client acquisition by 25%, expanding the company’s market share in agricultural machinery and supplies</li><li>• Develop and implement sales strategies to promote agricultural products and services, resulting in a 30% increase in sales revenue.</li><li>• Deliver exceptional customer service, achieving a 95% customer satisfaction rate by promptly addressing inquiries and offering tailored solutions.</li><li>• Conduct in-depth market analysis to identify trends that inform pricing strategies and contribute to a 15% revenue increase</li><li>• Manage and maintain accurate records for over 1,000 product SKUs, ensuring smooth inventory control and timely replenishment, reducing stock discrepancies by 20%</li></ul>
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- Collaborate with cross-functional teams to execute strategic sales plans, consistently meeting and exceeding monthly sales targets by up to 20%.
- Oversee administrative functions including vendor management and compliance documentation to support smooth business operations.

03/2020-11/2020

**Data analyst assistant**, University of Dar-es-salaam, Tanzania

- Collected, analyzed, and interpreted agricultural data to Identify patterns, trends and Insights
- Leveraged Python and R for data cleaning, statistical analysis, and developing predictive models, enhancing the accuracy and reliability of agricultural research outcomes
- Produced detailed reports and dashboards, simplifying the presentation of insights and research findings for both academic and practical applications
- Conducted exploratory data analysis (EDA) to uncover trends and patterns, supporting critical decision-making in agricultural research projects
- Automated data processing tasks using Python, increasing workflow efficiency by 20% and reducing manual errors
- Collaborated with researchers to develop key performance indicators (KPIs) and metrics, ensuring comprehensive data collection strategies

## EDUCATION

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Graduated-10/2021

**Bachelor of Science in crop and beekeeping technology**, University of Dar-es-salaam, Tanzania

## CERTIFICATION

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- ❖ A certificate for successful performance for the Quality control, assurance and laboratory system documentation program (**LQMS-RT1**) at **Tanzania bureau of standards (TBS)**
- ❖ A certificate of achievement for **Virtual assistance program at ALX Africa**
- ❖ A certificate for successful completion of **Basic principles of Petroleum at PetroED**
- ❖ Moreton Bay Regional Council Food & Agribusiness: **Agromony Job Simulation on Forage** - January 2024

## LANGUAGES

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English

**Advanced**

Arabic

**Intermediate**

## REFERENCE

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- ❖ Available Upon request