

JASMINE NYANGANIRA CHARLES

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PERSONAL INFORMATION

Full Name : Jasmine Nyanganira Charles
Nationality : Tanzanian
Birth Date : 22nd September 1999
Gender : Female Marital
Status : Single
Health : Good

PROFILE

I am a graduate of Bachelor Degree in Business Administration from National Institute of Transport (NIT), with Good Communication skills, Computer skills, Microsoft office packages (word, excel, power point), Hard worker, Tolerant, creativity with passion to work with different people.

OBJECTIVES

Am willing to give total support to the organization with the capability and competence in order to achieve company goals and create mutual benefit, I want to be part of your success by offering high motivations, responsibility, quality work and keeping deadlines.




ACADEMIC QUALIFICATION

ACADEMIC PROFILE		
INSTITUTION	DURATION	AWARD
National Institute of Transport	2019-2022	Bachelor Degree in Business Administration
Zogowale secondary school	2017-2019	Advanced Certificate of Secondary Education
Kitumba Secondary School	2013-2016	Certificate of Secondary Education
Kisesa Primary School	2006-2012	Certificate of Primary Education

WORKING EXPERIENCE

YEAR	OCCUPATION	INSTITUTE/COMPANY
2023 - Currently	Sales administrator	Interchick Company Ltd
July 2021 to November 2021.	<ul style="list-style-type: none">Customer and sales representativeStore Keeper	Seven Up Bottling Company

SPECIFIC DUTIES & RESPONSIBILITY AS SALES REPRESENTATIVE

-  **Sales Generation:** Actively promote and sell products or services to achieve and exceed sales targets.
-  **Customer Relationships:** Build strong relationships, provide excellent service, and address customer inquiries.
-  **Market Insights:** Stay informed about industry trends, analyse data, and share customer feedback.

- + **Product Knowledge:** Develop expertise in products or services and convey their unique value to customers.
- + **Sales Strategy:** Create and execute effective sales plans targeting specific markets.
- + **Networking:** Attend events and conferences to connect with potential clients.
- + **Reporting:** Maintain accurate records, prepare sales reports, and share forecasts.
- + **Continuous Learning:** Stay updated on industry developments and enhance sales skills through training.
- + **Negotiation:** Skilfully negotiate terms and close deals with customers.
- + **Collaboration:** Work with cross-functional teams for a seamless customer experience.

SPECIFIC DUTIES & RESPONSIBILITY AS STORE KEEPER

- + **Inventory Management:** Maintain accurate stock levels, oversee replenishment, and ensure efficient storage.
- + **Order Processing:** Receive and process orders, verify quantities, and prepare items for shipment.
- + **Record Keeping:** Keep meticulous records of incoming and outgoing goods and update inventory databases.
- + **Quality Control:** Inspect products for damage, expiration, or defects to maintain product quality.
- + **Stock Organization:** Arrange and label items for easy retrieval and monitor stock rotation.
- + **Supplies Management:** Monitor office or operational supplies and reorder as needed.

COMPUTER SKILLS

- + Basic Typing and Keyboard Skills
- + File Management

+ Internet and Web Browsing

+ Email Communication

+ Word Processing Software: Proficiency in using word processing software (e.g., Microsoft Word, Excel, Power point) allows you to create, edit, and format text documents for various purposes, such as writing essays, reports, or letters.

OTHER SKILLS & QUALITY

+ Ability to work in any environment.

+ Ability to make right decisions on a particular situation and work with people with different cultural and national, historical background.

+ Responsible and ready to face challenges.

+ Communication skills

+ Leadership & management skills

ATTRIBUTES COMPETENCIES

Jasmine Nyanganira Charles is someone who has courage in achieving goals, self-disciplined positive attitude and commitment as well as able to adapt new environments and having the ability to work either independently or as part of a team, and to work under pressure with or without supervision with Ability to meet on deadline.

INTERESTS/HOBBIES

+ Volunteering

+ Online learning

+ Reading comic books

+ Learning new things

+ Music

Languages: Swahili: Excellent (Speaking / Reading / Writing)

English: Excellent (Speaking / Reading / Writing)

CERTIFICATION

I hereby attest that all information given above are true and correct to the best of my knowledge. If I have chance to work at your company, I commit to implement all of company labour regulations and provisions. In addition, I do understand that any false statement founded herein may lead to the cancellation of my employment contract with the Company.

REFEREES

Full name	Occupation	Institute /Organization	Phone no.
John Elias Mabeyo	Teacher	Toangoma Primary School	Tell: +255 682 517 993
Calvin Mmary	Teacher	Zogowale secondary school	Tell: +255 657 976 617
Raymond Eliud	Laboratory Technician I	Tanzania Forest Research Institute	Tell: +255 712 199 068

Thanks, and regards.