**Faraja Mbungu-Hubbard**

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**Working experience**

Experience of working as administration assistant/ receptionist/ cashier with Tourism Company with the responsibilities such as

* Office administrative duties like documents filling and supervising the office cleaning staff.
* Ensuring availability of office daily supplies
* Data entry and record keeping
* Petty cash record and balancing the account receivable and account payable
* Welcoming office guest and setting for appointments, accommodation and other logistics.
* Arranging and organizing transport for guests and staff
* Daily cash and deposit in various office’s bank accounts

**Other experiences**

* Program management with public health non profit organizations
* Research assistant with the education and democracy research institutes.
* Training and meeting facilitation

**SKILLS**

Good computer skills in Microsoft word, excel and statistical packages

Financial management

Exceptional skills in Data management and analysis

**EDUCATION**

BA Sociology degree (2007)The University of Dar es Salaam. Tanzania