



Ms. Tunisia H. Mouton

About me

An agricultural professional seeking for employment in agri based environment. Having outstanding skill and Intellectual knowledge in Administration, record keeping, office management and global business aspect.

Citizenship: Namibian
Identity no: 96041900327

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Professional area of focus & Key Highlights

- Agriculture
- Green house management
- Office management & administration
- Strong Communication skills
- Computer literate
- Farm animal nutrition and disease treatment
- Crop production and crop rotation
- Business administration & strategic planning
- Analytical and research skills
- Creative and innovation

Working experience

1. Blessed Team Investment
Administration Officer - February 2018 – June 2019
2. Keetmanshoop Spur
Waitress - November 2014 – December 2014

Summary of duties and responsibilities

- Organized company records,
- Attended to and managed telephone enquiries
- Attended to clients enquiries
- Recorded clients complaints and took strategic solutions on them
- Received and managed stock
- Opening accounts for customers
- Taking orders, serving snacks and drinks.
- Assessing bar customers' needs and preferences and making recommendations.

Education

Tertiary Education

Namibia University of Science and Technology (NUST)
Bachelor Degree in Agriculture Management - (Final Year - 2020)

Secondary Education

P.K DE Villiers Secondary School
Namibia Senior Secondary Certificate - 2014

Language proficiency

Exceptional listener and communicator who effectively conveys information verbally and in writing.

- English,
- Damara and
- Afrikaans

Professional interests and hobbies

- Harvesting
- Planting
- Team building with co-workers
- Professional social networking
- Entrepreneurship

References

1. Mr. Chris E.L.S
Lecturer
Namibia University of Science and Technology
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2. Mr. Roberth Kambanda
Manager
Blessed Team Investment
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3. Mr. Kalenga Paulus
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