

Elizabeth Mandele

14 Mzinga Way, Oysterbay, Dar es Salaam- Tanzania

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Professional summary

A young professional committed to excellence. Creative and dedicated to providing unique employees orientation and training programs that will generate a loyal and knowledgeable staff. I believe in delivering the best customer service as an important aspect in order to increase organizational profitability, I am dedicated to quality in everything and I am flexible to change.

Education

Bachelor of Business Administration-Human Resource

Kampala International University In Tanzania [November 2016-December 2019](#)

Relevant Modules

- Communication Skills
- Strategic Human Resource Management
- Industrial Relations and labour Laws
- Human Resource Planning and Development
- International Human Resource Management
- Customer Service and Management

Advanced Certificate of Secondary Education

Ifunda Girls High School [2014-2016](#)

Certificate of Secondary Education

Sadani secondary school [2010-2013](#)

Experience

Project Intern

Buni Innovation Hub, Sayansi Building, COSTECH, Dar es Salaam-Tanzania

July 2018-October 2018

Post: Team member as Resource Investigator

Responsibilities: Searching for networks and resources needed for the project

Achievements.

During the Internship Programme we were able to practically validate our theoretical skills acquired from school in teams through an intense capacity building and business development process driven by ideation, team formation, product development, customer validation, training from professional business coaches and mentors. At the end we achieved to build and to present our problem/solution fit prototypes to a panel of judges and mentors.

This enables me to be good at problem solving, working in team, innovation, entrepreneurship and customer service.

Skills

- **Computer** (MS word, excel, PowerPoint)
- **Innovation**
- Highly efficient in **time management**
- Ability to work independently and as **a team**
- **Problem solving** skills
- **Languages**

English (working knowledge)

Swahili (native speaker)

Interests

Customer care/service, attending valuable events, seminars and workshops, reading non-fiction books.

References

1. Dr.Bernard, Senior Lecturer at Kampala International University in Tanzania.

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Mobile:[0714157779](tel:0714157779)

2. Antoni Mtavangu, Co-founder Wiki media Community User Group Tanzania,

IT Admin TwigaAlpha.

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Declaration

I **ELIZABETH ALLAN MANDELE** do hereby declare that the information mentioned above is correct up to my knowledge and that I will be held responsible for any deviation from them at a later stage.