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| **CAREER OBJECTIVES**  **EDUCATION**  **1975 - 1986**  **1983 - 1986**  **1988**  **1988**  **1990**  **1991**  **1992**  **2002**  **2005**  **2006**  **WORK EXPERIENCE**  **1987- 1992**  **1993-1995**  **1996- 2000**  **2001-2003**  **2004-2006**  **2007-2009**  **2010-till now**  **SKILLS**  **Computer**  **Languages**  **GENERIC SKILLS**  **MEMBERSHIP**  **ACHIEVEMENTS**    **REFERENCE** | To be able to achieve globally accepted technical, analytical and research qualifications in a multidimensional environment with diverse cultures and races through current knowledge acquired in Human Resource Studies.  Jomu Primary School  Shinyanga, Tanzania  Buluba Secondary School  Shinyanga, Tanzania  **PONE Course**  Tanzania Post an Telecommunication College  Dar-es-salaam, Tanzania  **Public Counter Course**  Tanzania Post an Telecommunication College  Dar-es-salaam, Tanzania  **Cash Account Course**  Tanzania Post an Telecommunication College  Dar-es-salaam, Tanzania  **Customer Service and Writing Works**  Tanzania Post an Telecommunication College  Dar-es-salaam, Tanzania  **EMS course**  Tanzania Post an Telecommunication College  Dar-es-salaam, Tanzania  **Customer Care Course**  Kizumbi Cooperative college  Shinyanga, Tanzania  **Auditing and Inspection Course**  Tanzania Posts Corporation Tabora  Tabora Tanzania  **Business Administration and Change Management**  VETA Mwanza  Mwanza, Tanzania  Position: **Postal Officer (grade 2**)  Tanzania Postal and Telecommunication  Responsibilities   * Attending to Customer needs * Mail operation   Position: **EMS Officer**  Tanzania Postal and Telecommunication  Responsibilities   * Receive and delivering EMS mails to and from Customers * Receiving and sending money Fax money * Preparing weekly and monthly return reports.   Position: **Marketing Officer**  Tanzania Post Corporation Shinyanga  Responsibilities   * Establishing customer relations with major customers * Identify business opportunities and negotiate with potential customers * Preparing weekly and monthly return reports on sales and marketing.   Position: **Regional PSI officer**  Tanzania Post Corporation Shinyanga  Responsibilities   * Data collection and tracking on mails delivery Service * Identify business opportunities and negotiate with potential customers * Preparing weekly, monthly and yearly reports on income and expenditure. * Preparing Yearly Regional budget   Position: **Supervisor Counter and EMS**  Tanzania Post Corporation Dodoma  Responsibilities   * To supervise daily transaction on mails and Ems Counters * To receive and send money Fax * Preparing weekly, monthly and yearly reports for mails, EMS and money Fax * Receiving and attending to inquiries.   Position**: Principal Inspection and Auditing Officer (central zone)**  Tanzania Post Corporation Dodoma  Responsibilities   * Inspection on all Postal services, Transaction and Accounts * Preparing and submitting inspection reports to Headquarters * Providing training on proper work conducts as per Postal rules and regulations   Position**: Principal Postal Officer**  Tanzania Post Corporation  Responsibilities   * Inspection on all Postal services, Transaction and Accounts * Preparing and submitting inspection reports to Headquarters * Providing training on proper work conducts as per Postal rules and regulations * Overall in charge of all postal services * Assisting the regional manager on administration issues   A working knowledge of the following:  Microsoft Word  Excel Internet  Sage Evolution  Fluent in spoken and written Swahili  Fluent in spoken and written English  Self-Motivated   * Ability to work with minimal supervision * Good time management skills * Good Communication Skills * Excellent oral and written communication   Problem Solving   * Exceptional analytical and problem solving skills * Leadership Skills * Member of KK Post and telecommunication Saccoss * Employee of the year Shinyanga (2000&2003) * Employee of the year Dodoma ( 2007&2010) * Employee of the year Tabora (2019 )   **Aggrey E Mhecha**  Principal Post officer  Tanzania Post Corporation  Tel: : +255767313477  **Email:** [**aggreymhecha@yahoo.com**](mailto:aggreymhecha@yahoo.com)  **Mkempitane S. Matogo**  Regional Accountant  Tanzania Post Corporation  Tabora, Tanzania  Tel: : +255755542677  **Email: mkepitane@gmail.com** or **mkepitane.matogo@ posta.co.tz**  **Hussein Ndama**  EMS Operation Officer  Tanzania Post Corporation  Tabora, Tanzania  Tel: : +255754933066  Email: hndama@gmail.com |