Ines is emotionally mature, calming with positive attitude, tolerant and understanding with good analytical and logical ability, listening and coaching skills

Moreover, she is proactive, reliable, submissive, dependable, flexible and committed to highest professional standard and able to work in multidisciplinary environment

**PERSONAL INFORMATION:**

**Name**  : Ines George Costas

**Address**  : P.O. BOX 2128 Arusha, Tanzania

**Mobile phone** : +255742-488-810

**Email**  : mamakeila2017@gmail.com

**Date of Birth** : Nov 20th, 1989

**Place of Birth** : Arusha

**Nationality**  : Tanzanian

**Marital Status** : Single

**EDUCATION BACKGROUND:**

**1993-1997:-ARUSHA SCHOOL**

(Kindergarten Education)

**1998-2008:- ST.CONSTANTINE INTERNATIONAL SCHOOL**

(Primary,Secondary & A-level Education)

**WORKING EXPERIENCE:-**

2008-2012:-International School Moshi-Arusha Campus(ISM) – Teaching Assistant

As a **Teaching assistant** at ISM I was working mainly with children who needed extra support in an area, such as literacy or numeracy, out of a class. I also helped teachers prepare for lessons by preparing resources, or putting out equipment at the start of a lesson.

2012-2014:-Innovex Auditing & Procurement Company – Administrative Secretary/Receptionist

As an Administrative Secretary at Innovex I was able to perform duties such as:

* answering calls, taking messages and handling correspondence
* maintaining diaries and arranging appointments
* typing, preparing reports
* filing
* organizing and servicing meetings (producing agendas and taking minutes)
* prioritizing workloads
* implementing new procedures and administrative systems
* coordinating mail-shots.
* logging or processing bills or expenses
* acting as a receptionist and/or meeting and greeting clients

2014 – 2018:- Intel Schools :- Administrative Secretary

As a  **Secretary** at Intel Schools I was able to perform a variety of tasks throughout the day. Some of these tasks included:

* Scheduling meetings or appointments,
* Maintaining files, taking meeting minutes,
* Sending e-mails, answering phones or arranging for guests

**Further Educational Information:-**

I did short courses of Computer Studies and was able to cover Ms Programs such as Ms word 2003,Ms Excel, Ms Access, Ms PowerPoint, Ms PowerPoint.

**EXTRA CURRICULAR ACTIVITIES:**

Hobbies: Debating, Swimming, Reading, watching movies and listening music, travelling and study tour, exchanging ideas with different people as well as Making discoveries

**REFEREE**

Emmanuel Lyimo

Karibu camps

Arusha-Tanzania.

MOB: 0767 483690

Mrs Ann Joyce Mwamafupa

Coordinator

ISM

Arusha-Tanzania

MOB: 0754581600