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UNICEF
P. O. BOX
ZANZIBAR-TANZANIA

REQ: EDUCATION OFFICER

Refer to the mentioned topic above I'm Tanzanian holder of bachelor degree of education from Stella Maris University I'm genuine team player, accountable, excellent time management skills and ability to mult-task as well as prioritizing work.

I have computer competency in Microsoft package (M.s word, excel, power point, publisher and network search engines). I'm good in report writing, project development and management. I have experience in many aspects of office administration. I have been responsible for accounting, ordering stock and office supplies, maintaining records, creating and updating inventories, and scheduling appointments.

Above all, I love working with people. I'm friendly, and enjoy developing great rapport with everyone I interact with. I feel I would fit in with your vision; with this please find the attached CV, University certificate and National ID. I would like the opportunity to meet with you to discuss my candidacy further.

Thank you for your time and considerations

Respectfully

Andrew Mohare

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