

CURRICULUM VITAE

PART I: PERSONAL DETAILS

NAME: DORIS GERALD MSENDO

CURRENT ADDRESS

P.O. Box 270 Dar es salaam.

Mob: + 255762123085

E-mail: msendodoryc@gmail.com

Date of birth : 31st May 1993

Sex : Female

Marital status : Married

Languages : English & Swahili

Nationality : Tanzanian

PART II: ACADEMIC QUALIFICATION

April 2017: **Front Office Operations Training**

TRUMARK

April 2018: **Air Ticketing**

Amadeus

2016: **Bachelor of Arts in Mass Communication**

University of Dar es Salaam

2013: **Advanced Certificate of Secondary Education**

Rosmini High School

2010: **Certificate of Secondary Education**

Kibosho Girls Secondary School

2006: **Certificate of Primary Education**

St. Anne Marie Academy

PART III: WORKING EXPERIENCE

June 2013 – November 2013: Legendary Production Company **As a Front Desk Operator**

Duties

- Attending to visitors/clients that come in to the office.
- Performing stationary works.
- Supervising on the minor employees, the Cook and the Cleaners
- Maintaining of cleanness and arrangements
- Ordering office supplies by dealing with the Accountant office
- Store keeping
- Assist the teams in some of their production duties as well as administrative

July 2014 – August 2014: Africa Media Group- Channel Ten **As a News reporter**

Duties

- Collecting daily events
- Attending conferences
- Analyzing and arranging of stories

August 2014 – September 2014: Africa Media Group- Magic FM **As News Anchor**

Duties

- Reporting the stories that were brought in by the reporters
- Editing the audios

July 2015 – July 2016: Legendary Production Company **As a Programmer, Editor & Event coordinator**

Duties

- Preparing weekly programs
- Editing audios and videos
- Video graphing
- Photographing
- Preparing scripts
- Managing programs
- Supervising the team during the prepared event such as Karibu Music Festival

April 2017 – Current: GJB GROUP OF COMPANIES **As a Front Office Operator**

Duties

- Acting assistant to the Head of operations & HR and the Chairman

- Following and coordinating workflow procedures in departments to ensure maximum efficiency.
- Acting assistant to the Executive Chairman and Operations Manager.
- Doing Tele marketing for the company products and services.
- Attending to visitors/clients that come in to the office.
- Responding to all office phone calls.
- Supervising, maintaining and improving office cleanliness and office arrangements.
- Supervising on the office attendants.
- Assign on picking of the mails receiving, sorting and distribute them to the rightful department.
- Ordering of office supplies and needs.
- Schedule meetings and keeping calendars.
- Arranging travels and accommodations.
- Keeping office records of expenses, Costs and company documents.
- Performing stationary works.
- Assist other teams with various administrative tasks.
- Monitor office expenditures and handling office contracts of rent and services.
- Dealing with customer complaints.

October 2017 – December 2017: CS Online Television As News Anchor

Duties

- Review weekly news
- Presenting the weekly news

August 2018 – Current Brilliant Adventure and Safaris (Under GJB GROUP OF COMPANIES) As Visa & Holiday Travel Consultant

Duties

- Apply Visa for clients to different countries around the world
- Preparing safari packages for clients; Seasonal, Workers packages, and Students packages including outside country packages
- Preparing adverts for seasonal (offer) packages prepared
- Conduct sales and marketing for the package services
- Air ticketing

PART IV: SKILLS

Life Skills: Problem solving of both Management and personal affairs (Strategies).

Language Fluency: English and Swahili both written and oral.

Mastering Skills: Fast Learner and Good Communicator

Team Working: Active team member and will contribute to ideas and outcomes of a team.

PART V: OBJECTIVE

I want to succeed in this stimulating and challenging environment, building the success of the company while I experience advancement opportunities and excel in this field with hard work, perseverance and dedication.

PART VI: REFEREES

Name	Title	Address
DANIEL KINABO	LEGAL & HUMAN RESOURCE MANAGER GJB GROUP OF COMPANIES, OHIO STREET, GOLDEN JUBILEE TOWER 5 TH FLOOR	Mobile: +255 754 999 909 danielkinabo@yahoo.com
AMARIDO CHARLES	MANAGIN DIRECTOR LEGENDARY PRODUCTION Co., KINONDONI MOROCCO	Mobile: +255 754 635 057 info@karibumusic.org
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