**CURRICULUM VITAE.**



**PERSONAL DETAILS**

First name: GEORGINA CHARLES KAVENGA

Nationality: TANZANIAN

Marital Status: SINGLE

Visa Status: VISIT VISA

Mobile phone +971 56 891 2940

E-mail: gynakavenga@gmail.com

**CAREER OBJECTIVES**

Hardworking person with a proven management skills and knowledge, I am a dedicated team player who can take on more responsibility as quickly as possible and be relied upon to help the firm to achieve its goals. Willing to work and ready to learn more skills and knowledge for more experience and benefit the company.

**EDUCATION BACKGROUND**

* **Institute of Finance Management**​. Bachelor Degree in Banking and Finance​**2016-2019**
* **St. Matthew’s Secondary School, Dar es Salaam TANZANIA.** ​Advanced Certificateof Secondary School Education Examination ​**(ACSEE). 2014-2016**
* **Loyola High School, Dar es Salaam TANZANIA.** Certificate of Secondary EducationExamination ​**(CSEE). 2010- 2013**

**WORK EXPERIENCE**

**J.M COMPANY (**July 2017-June 2018)

**Position: Cashier**

**Duties and Responsibilities**

* Provided a positive customer experience with fair, friendly, and courteous service.
* Resolved customer issues and answers questions
* Maintained a safe and clean working environment
* Accepted payments, ensured all prices and quantities are accurate and provide a receipt to every customer.
* Help the customer locate items, and provide advice or recommendations, made customers get exactly what they want.
* Ensured all the paid items are delivered to customers

**BRIDGE MICRO FINANCE** ​(March 2019- July 2020)

**Position: Administration Assistant**

**Duties and responsibilities**

* Handled incoming calls and other communication
* Helped organizing and maintained the work common areas of the company
* Monitoring a reporting manager’s email and responding if required
* Greeted clients and visitors
* Organized and planned meetings
* Recorded all informations as necessary
* Coordinated company’s events as necessary
* Ensured the working areas and toilets are clean and hygiene
* Provided basic and required information in personal or vial phone or email

**PROFESSIONAL TRAININGS, FORUMS AND SEMINARS ATTENDED**

* **Certified** Banking ethics, credit and treasury training- **United bank of Africa, July 2019**
* **Awarded** personal and marketing skills, customer service and selling skills- **East Africa Productive trainer ltd, September, 2017.**

**SKILLS**

* Microsoft word​and ​Microsoft excels skills
* Management skills
* Bookkeeping skills and accounting skills
* Sales and marketing skills
* Interpersonal skills and decision making skills
* Listening and good communication skills

**ACHIEVEMENTS**

* Formally commended by the management for hardworking and ability to work in a busy environment
* Successfully interacted with customers to generate repeat and referral business
* Ability to withstand pressure and stay calm in difficult situation.

**REFEREE**

To be provided on request