

ARNOLD ALMAS ANTHONY

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E-mail:

PERSONAL PARTICULARS

DATE OF BIRTH : 19.08.1970

PLACE OF BIRTH : KILIMANJARO

NATIONALITY : Tanzanian

GENDER : Male

MARITAL STATUS : Married

EDUCATION BACKGROUND

PERIOD/DURATION	SCHOOL/INSTITUTION	CERTIFICATION/DEGREE EARNED
2015	ITA	Certificate of EACCFF
2006	ITA	Certificate of CCFF
	Muongano Primary School	Primary Leaving Certificate

Work Experience

1994-1997: Pan African CARRIERS (PAC),Dsm

POSITION : Declaration Officer.....

DUTIES PERFORMED:

- Internet research functions and uses word processing, spreadsheets and presentation software. Duties also include fielding telephone calls, filing and data entry.
- Assist with overflow work from administrative and executive assistants, and fill in for the office receptionist as needed.
- Performs administrative and office support activities for multiple supervisors.
- Official Services during the Conferences such as Printing, Photocopy, and multimedia support.
- Assisting Delegates with the official related needs
- Organizing the Conference rooms

• **POSITION: Support Personnel**

• **DUTIES PERFORMED:**

- delighting customers, above and beyond the call of duty
- intimate knowledge of the customers' needs
- empathy for the customers situation
- able to communicate clearly, both written and in speech
- talking to customer in a way they can understand
- A "thick skin" able to handle complaints, especially unpleasant customers
- works accurately and with eye for detail
- Handles of both customer and company in the best interest.
- Able to use automated information systems to analyze the customers situation
- Suggesting improvements to the various communications by the company
- Co-ordinate work in a pleasant, friendly style
- Build a long-term relationship with the customer.

Skills

COMPUTER SKILLS

Uses of Microsoft Office Applications:

- Microsoft Word;
- Microsoft Excel;
- Microsoft Access;

LANGUAGE PROFICIENCY

PROFICEINCY	WRITTEN	SPOKEN	UNDERSTANDING
ENGLISH	EXCELLENTLY	FLUENTLY	WELL
SWAHILI	EXCELLENTLY	FLUENTLY	WELL

TRANSFERABLE SKILLS AND ABILITIES

- Self-motivated and reliable personality with excellent interpersonal and team work skills
- Fast learner with ability to demonstrate learned competencies in the workplace
- Ability to work in a busy work environment under little or no supervision
- Excellent project management, capacity building, and facilitation skills
- High flair for application of MS Office programs in analysis, report writing and presentation

REFEREES

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