**NAME : Caroline**

**Caroline.366768@2freemail.com**

**CAREEER OBJECTIVE**

To acquire a challenging work experience in different position and environment in order to share my capability full potential for development of the company.

 **PROFILE**

Self motivated, hard working flexible and productive with a willing heart to see the better of the company

**JOB EXPERIENCE**

**2015 Dec – 2017 Feb: JAYDEN LIMITED COMPANY, as a laptop promoter**

* Demonstrate and explain products, methods, or services in order to persuade customers to purchase products or utilize services.
* Identify interested and qualified customers in order to provide them with additional information.
* Provide product information, using lectures, films, charts, and/or slide shows.
* Provide product samples, coupons, informational brochures, and other incentives to persuade people
* Record and report demonstration-related information such as the number of questions, feedback from clients and the number of coupons distributed.
* Proper preparation of products to be presented for demonstrations.
* Trying to meet the standard of our client’s requirement so as to satisfy our customer needs.

**2012-2015: MABINGWA THEATRE, as a group administrator**

 ***Duties:-***

* General welfare of the group
* To plan, organize, and administer the activities of the department, office.
* To keep informed of new developments relating to the function and to maintain a creative and experimental attitude toward change, in order to continuously improve the operation of area of responsibility.
* To recommend the organizational structure and staffing that complement the area of responsibility.
* To interview and recommend to the president personnel for hire.
* To establish and maintain an organizational climate that encourages the development, retention, and a high level of morale among personnel.
* Keep the immediate supervisor informed of activities of the unit, particularly of major or unusual developments, and seeking his/her advice and counsel.
* To recommend the budget for the department, office, or division and, within limitations established by the board or President, to administer the budget.
* To serve on committees and councils as directed by board policies and procedures or by the immediate supervisor or the President.
* To provide information and reports to the board at the request of the President.
* **EDUCATION BACKGROUND**

**2005-2009: O level (Bahati secondary school)**

Awarded Certificate of Secondary School

**May 2012- Nov 2015: INSTITUTION: UNITY COLLEGE OF PROFESSIONAL STUIDIES**

Award: Certificate in tours and travel & certificate in Galileo

HOBBIES:

 Swimming

* Acting
* Jogging

***Referees can be given upon request***