

IRENE ALEX SHAYO
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HIGHLIGHTS OF SKILLS & QUALIFICATIONS:

- BA -IN COMMUNITY DEVELOPMENT
- Computer Fundamentals
- Microsoft Office Software
- Sales and Marketing
- Communications Stakeholder
- Liaison and Report writing
- Data Management

A highly versatile professional with experience based in providing program support and coordination. Natural problem solver with a demonstrated ability to leverage data, Conduct research to address complex issues for evidence-based change in business environment, Bondable, reliable team player with a strong work ethic, A positive attitude and excellent communication skills.
Fluent in English, oral, written and reading

WORKING EXPERIENCE:

ASSISTANT FARM MANAGER

SUBA AGRO-TRADING CO. LTD

OCT 2019 - TO DATE

- Coordinate, prepare and submit the annual budget and periodic reports to the Board for approval as stipulated in the strategic plan.
- Overseeing all staff matters including conditions of service and leaves.
- Planning and coordinating the maintenance / repair of farm machinery and equipment.
- Drawing up aims, and objectives costing and securing funding for work.
- Responding to inquiries from researcher's agronomists and other professionals.
- Ensure new systems are introduced to improve control of farm resources.
- Plan/assign, control and supervise financial operational and administrative expenditures.
- Supporting and training managing technical and field staff.
- Monitoring the activities of competitors and developing a product market profile.
- Review the farm policy changes and make recommendation to the Board to ensure co alignment with the farm business strategic plan.

OUT GROWER PROJECT OFFICER

SUBA AGRO-TRADING CO.LTD BABATI

OCTOBER 2018 – SEPTEMBER 2019

- Develop and supervise the out-grower scheme for sugar cane farmer's in-order to expand the industry's production capacity.
- Responsible for aggregating smallholder and contract farmers into groups for the company.
- Integrating small-scale farmers with financial institutions.
- Creating awareness and provide training to small-scale farmers on sugarcane.

COMMUNITY MANAGER

PICCELL LIMITED

JUNE 2016-JULY 2018

- Develop and execute communication plans for brands, and organizations online
- Providing engaging text, image and video content for social media accounts.
- Implementing social media and communication campaigns to align with marketing strategies.

EDUCATION:

ARDHI UNIVERSITY | DAR ES SALAAM - BA -IN COMMUNITY DEVELOPMENT 2014 - 2017

IFUNDA GIRLS SECONDARY SCHOOL | IRINGA TANZANIA - ACSE 2011 - 2013

KANDOTO GIRLS SECONDARY SCHOOL| SAME TANZANIA - CSE 2007 – 2010

TRAINING AND SHORT COURSES.

Employability skills training organized by Restless Development Tanzania MAY 2016

Gender Development Seminar prepared by Tanzania Gender Network Program (TGNP) JUNE 2016

Certificate Focus on: Understanding the Rights of Women and Girls (YALI NETWORK) FEBRUARY 2017

Certificate Focus on: Community Organization for Action (YALI NETWORK) FEBRUARY 2017

Certificate Focus on: Understanding Human Rights (YALI NETWORK) FEBRUARY 2017

Certificate Focus on: Fundamentals of starting and running a Business (YALI NETWORK) FEBRUARY 2017

REFERENCES

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