

Emmanuel Silayo

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Language - Swahili (Fluent Written and Spoken)
English (Fluent Written and Spoken)



Objective

To use my strong skills, educational background and ability to serve the organization and the society as a whole' and in the process to grow and obtain valuable experience and exposure.

Education

- **BACHELOR OF BUSINESS MANAGEMENT (FIRST CLASS HONOURS): HUMAN RESOURCES MANAGEMENT**, January 2013 – October 2016: Marist International University College constituent of Catholic University of Eastern Africa (CUEA).
- **PRE- UNIVERSITY CERTIFICATE PROGRAM**, May 2012 – December 2012: Catholic University of Eastern Africa.
- **CERTIFICATE OF ORDINARY LEVEL SECONDARY SCHOOL EDUCATION**, January 2008 – November 2011: National Examinations Council of Tanzania at Eden Garden Education Trust (EGET).
- **CERTIFICATE OF PRIMARY LEVEL EDUCATION**, January 2001 – August 2007: St. Patrick Primary School (English Medium).

Work Experience

SALES EXECUTIVE AND ADMINISTRATOR, Union Service Stores

- **Moshi, Kilimanjaro**

2014 – 2016

Responsibilities

- Liaising with management in day to day running of the company.
- Control of the budget and resources allocated to the sales department.
- Direct supervision of sales personnel.
- Promotion of company products.
- Direct marketing and selling.
- Managing the consumer database.
- Maintaining consumer relationships.
- Handling of administrative activities.

Personal development.

- Trained in customer care programs through the company's in house training.

HUMAN RESOURCE OFFICER (Internship), Gertrude's Children Hospital

- **Nairobi, Kenya**

August 2015 – October 2015

Responsibilities

- Handling varied employee complaints and issues at the workplace.
- Managed and maintained all the office filing and other employee information.
- Recruiting and processing new employees.
- Organizing Interviews.
- Providing and fulfilled other administrative duties and support as was required.

OPERATIONS OFFICER, Centre For Sustainable Development Initiatives – Investment Company Limited

- **Dar es Salaam**

February 2017 – February March 2018

Responsibilities

- Formalization of the Investment Company and setting up the necessary administration perquisites.
- Propose medium and long-term company investment portfolio growth plan and specific short term investment ideas for the existing assets.
- Reconnaissance on CSDI – ICL assets
- Consolidate ICL sources of income to ensure liquidity of the company.
- Establish ICL accounting and management system
- Identify lucrative utilization of the company assets which included two large land assets and vehicle hire business.

- Further development of existing sources of income and linking up with networks to explore other business opportunities
- Marketing and sales of vegetable retail business and the vehicle hire business ventures.

SOLICITING AGENT (Tanzania), SWAROVSKI Distribution AG (SP)

- **Dar es Salaam**

May 2018 – January 2019

Responsibilities

- Regular visits of key customers.
- Acquisition of new clients in existing industry segments.
- Consultation for target oriented communication measures on the Contractual Territory.
- Consistent market research and reporting.
- Assisting in budget planning and forecast planning.
- Assisting in the complaint management process.
- Passing on the press releases to relevant media members.
- Adequate service and support of existing and new business partners.
- Organizing point of purchase communication actions and events.

Additional Education

- **MARKETING FORUM; DIGITAL AND ENTREPRENEURIAL MARKETING**, University of Dar es Salaam Marketing Association: June 2017
- **YOUTH TOWNHALL AFRICA SERIES ENTREPRENEURIAL CONFERENCE**; STRIVE MASIYIWA PhD: July 2017

Personal Attributes

- Good and Valuable Computer Knowledge and Skills including but not limited to:
 - Microsoft Word
 - Microsoft Excel
 - Microsoft Publisher
 - Web Applications
- Good Communication Skills and Very Friendly.
- Good Customer Care Skills.
- Honest and Professional.

- Ability to work with minimum supervision.
- Ability to work under pressure and meeting deadlines.
- Dedicated to achieve high quality standards within deadlines.
- Willingness to learn and to work hard toward meeting any set goals.
- Self-confident and motivated.

Interests

- Reading
- Music
- Travelling

References

- Dr Dorcas Ogutu
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