

PERSONAL INFORMATION

Marco Mihambo



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Sex Male | Date of birth 08/12/1988 | Nationality Tanzanian

PERSONAL STATEMENT

A hardworking, resourceful and ambitious economist with extensive understanding of economic theory and its practical implications, business, sales and marketing issues and Education trends. Adept at providing a range of advice on Policy making, Budgeting, Monitoring Start-ups business. Seeking an opportunity to support business and entrepreneurship through exploration and analysis of the untouched potentials in the country that can be used by Innovators/SMEs

WORK EXPERIENCE

30/04/2015–Present

Economist

Ministry of Education, Science and Technology
Block 10 College of Business Studies and Law Universities of Dodoma (UDOM), P.O Box 10 Dar es salaam (Tanzania)
www.moe.go.tz

- To coordinate and prepare budget estimates in the departments/institutions under the Ministry,
- To Prepare draft document and updates of Medium Term Expenditure Framework.
- To key in budget data into the government information system known as IFMS and EPICOR system.
- To prepare ministerial action plan and cash flow and analyse departmental spending in relation to action plan.
- To supervise Ministry Budget as an acting assistant Head of Budget Section
- To conduct surveys and collect data to observe utilization of and analyze economic issues
- Prepare Concept notes and Projects on issues of Education, Science, Technology and Innovation.
- Prepare reports, tables, and charts that present research results
- Advise the Ministry on economic topics and make recommendations for solving economic problems that the ministry is facing
- Linking stakeholders to the Relevant Institution(s) for further support including SMEs etc.

Business or sector Education

01/07/2014–30/04/2015

Area Sales Executive

Diageo/Serengeti Breweries Ltd, Arusha (Tanzania)

- Lead, motivate, coach and effectively manage the Distributors Local Sale force
- Represent SBL in the territory and build great business relations with the top customers
- Attainment of the region volume and revenue objectives
- Achieve the availability and visibility objectives and standards in the region
- Ensure proper implementation of the BTL activities, Consumer promotions and Trade promotions
- Communicate sales and field related problems to the Area Sales Manager
- Follow up sales and distribution KPI's closely and take immediate corrective actions,
- Actively participate in hiring and performance evaluation of the AD's field force including distributors

sales representatives

- Effectively maintain VSM routes, follow-up performance
- Perform daily reporting and make sure SBL code of conduct, policy and procedure are applied seamlessly
- Generating business proposal for attracting and soliciting wealthiest Individual in the region to be Area Distributors/to open an outlet for selling company's products.
- Monitoring various business outlets including start-up outlets that sells company's products and make sure they are fully equipped with all company's brands and make super profits out of it

02/06/2014–01/07/2014

Loan officer

Tujijenge Tanzania Ltd, Dar es salaam (Tanzania)

- Mobilize potential clients as per targets.
- Sale Tujijenge products and credit options those are available through group and individual lending
- Analyze loan applicants' financial status, credit and property evaluation to determine feasibility of granting loans.
- Obtain and compile copies of loan applicant credit histories, corporate financial statement and other financial information.
- Review and update credit and loan files.
- Review loan agreements to ensure that they are complete and accurate according to policy.
- Stay abreast of new types of loans and other financial services and products in order to better meet customer needs
- Daily Monitoring of disbursed loans.
- Developing and building client's business from start-up to micro and small enterprises

01/01/2014–02/06/2014

Sales and Relationship officer

Barclays Bank Tanzania, Dar es salaam (Tanzania)

- Providing the bank with sales leads for its products (loans and accounting) by soliciting business from prospective customers including individual/corporate and loan facility scheme.
- Attending presentations to loan facility schemes on the bank's customer products.
- Informing customer's sets of requirements, security documentations, process and procedures that pertain to loan application.
- Sending completed application forms to the bank's loan centre on daily basis
- Complying with the code of conduct provided by the bank and explain fully to customers the terms and conditions of the bank's products.
- Creating Marketing presentations of company's products at various exhibitions and advise the management on how to develop highly effective sales approach that emphasizes personal service, consumer education and relationship building

EDUCATION AND TRAINING

08/11/2010–30/08/2013

Bachelor of Science in Agricultural Economics and Agribusiness

Degree level

Sokoine University of Agriculture, Morogoro (Tanzania)

- Majoring in the area of agribusiness, sales and marketing, agricultural economics, project planning, appraisal, evaluation and management, Price analysis, statistics, entrepreneurship, communication skills, Principle for social research, business laws and ethics and Economic survey methods and research project as well as theory for production economics.
- Business planning skills
- leadership skills
- communication skills

| | | |
|-----------------------|---|----------------|
| 21/04/2008–26/02/2010 | <p>Advanced Certificate of Secondary Education Azania Secondary School, Dar es salaam (Tanzania)</p> <p>Main subjects</p> <ul style="list-style-type: none"> ■ Physics, Chemistry, Biology ■ General study and Basic Applied Mathematics <p>Occupational skills</p> <ul style="list-style-type: none"> ■ Science applied to food and equipment (microbiology, biochemistry, hygiene) ■ Principle for dissection ■ leadership skills | Advanced level |
| 12/01/2004–31/10/2007 | <p>Certificate of Secondary Education Azania Secondary School, Dar es salaam (Tanzania)</p> <p>Main subjects</p> <ul style="list-style-type: none"> ■ civics ■ history ■ geography ■ kiswahili ■ English language ■ Physics ■ Chemistry ■ Biology ■ Basic Mathematics | Ordinary level |
| 01/01/2014–31/01/2014 | <p>Certificate in anti-money laundering, anti-corruption, anti-bribery, sales and marketing Dar es salaam (Tanzania)</p> <ul style="list-style-type: none"> ■ Sales and marketing skills ■ Anti-bribery and anti-corruption techniques. ■ Anti money laundering techniques | |
| 03/09/2012–05/10/2012 | <p>Certificate in entrepreneurship and business planning Magadu Entrepreneurship And business Training Institute, Morogoro (Tanzania)</p> <ul style="list-style-type: none"> ■ Business plan development skills ■ Team working experiences ■ leadership skills ■ Business analytical skills | |

PERSONAL SKILLS

Mother tongue(s) Swahili

| Other language(s) | UNDERSTANDING | | SPEAKING | | WRITING |
|-------------------|---------------|---------|--------------------|-------------------|---------|
| | Listening | Reading | Spoken interaction | Spoken production | |
| English | C2 | C2 | C2 | C2 | C2 |

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
 Common European Framework of Reference for Languages

Communication skills

- Good communication skills gained when I was taking my degree and improved more when I was working as Area sales Executive and Sales Relationship officer with two International companies i.e Barclays Bank Tanzania and Diageo

Organisational / managerial skills

- I have leaderships skills gained when I working as Area Sales Executive and was responsible for a team of 5 people for driving the company's sales
- Good organisational skills gained when I was coordinating promotional events for boosting sales and also gained from my current work of monitoring and evaluating of ministerial projects, business start-ups and innovative ventures
- Also I am a good team leader who is capable, efficient and effective in guiding a team to come out with expected results

Job-related skills

- Ability to work under pressure
- Mentoring skills, I am also responsible for training new budget officers in the Ministry
- Ability to meet a deadline, I am responsible for the timely submission of all ministerial progressive reports
- Resource Budgeting skills
- Designing skills responsible for designing ministry's activities for the budget implementation
- Analytical skills

| Digital skills | | | | | SELF-ASSESSMENT | | | | |
|------------------------|-----------------|------------------|-----------------|-----------------|-----------------|--|--|--|--|
| Information processing | Communication | Content creation | Safety | Problem solving | | | | | |
| Proficient user | Proficient user | Proficient user | Proficient user | Proficient user | | | | | |

Digital skills - Self-assessment grid

- Good command of office suite(word processor, spread sheet, presentation software)
- Software Installation
- Internet Application.
- The use of SPSS Statistical Analysis Software