#  CURRICULUM VITAE

## PERSONAL PROFILE

*Surname Kundi*

*First name Magreth*

*Date of birth 22 july 1995*

*Place of birth Kilimanjaro Tanzania*

*Sex Female*

*Languages English and Swahili (Well spoken and written)*

*Contact address P.O.BOX 1112*

 *Moshi*

 *Cell:0682080091*

 *Email:upendomaggy@gmail.com*

## EDUCATION PROFILE

*Nov 2015 to present bachelor of arts in economics, University of st . Augustine*

*July 2013 to may 2015 advanced certificate ,ashira girls high school, Moshi*

*Jan 2009 to nov 2012 certificate of secondary education,majengo secondary,Moshi*

*Jan 2002 to oct 2008 Royal junior school, Moshi Rural Kilimanjaro*

## WORK EXPERIENCE

N*ov 2012 to april 2013* ***Job title: front desk person(Ostrich tours and safaris)***

* *Organizing timetable for tourists*
* *Provide tourists with proper expenses they will incur while visiting*
* *Provide and arrange suitable environment for international tourists*

*June 2018-Sept 2019* ***Job title: front desk person(waghill resort)***

* *Greeting guests and providing them with superb customer service.*
* *Accepting all letters and packages, and distributing them to their appropriate departments.*
* *Tracking and ordering office equipment and supplies.*
* *Maintaining records and files.*
* *Overseeing the office budget.*

***OTHER SKILLS Computer knowledge:*** *MS Word, MS Excel and power point*

***AWARD*** *Best English speaker , Ashira girls high school, Moshi*

***INTEREST*** *Music, swimming, reading books ,photography*

***OTHER CURRICULUM***

***ACTIVITIES :*** *Women rights activist*

 *Proposal writing and projects appraisal*

 *Use my extra time to think how to serve lives of vulnerable people*