

Sage Hamisi

Marketing Coordinator



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PROFILE

Dedicated and results-driven professional with a strong commitment to excellence, integrity, and continuous improvement. Experienced in administrative support, customer service, office coordination, documentation, and communication within fast-paced work environments. Highly organized, dependable, and capable of managing multiple responsibilities while maintaining accuracy, professionalism, and attention to detail. Recognized for meeting deadlines, solving problems efficiently, and supporting organizational objectives through teamwork, accountability, and a positive attitude. Possesses excellent verbal and written communication skills, enabling effective collaboration with colleagues, supervisors, customers, and stakeholders. Comfortable working independently with minimal supervision while also contributing effectively as part of a team. Quick to adapt to new technologies, workplace procedures, and changing priorities, ensuring productivity and efficiency in daily operations.

WORK EXPERIENCE

JobFasta

Administrative Assistant

2026 - present

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- Proficient in Microsoft Word, Excel, PowerPoint, Outlook, and Google Workspace applications. Experienced in preparing reports, maintaining records, organizing documents, scheduling meetings, handling correspondence, and supporting office activities. Demonstrates strong analytical thinking, problem-solving abilities, and sound decision-making skills while maintaining confidentiality and professionalism when handling sensitive information.
- Committed to continuous learning and professional growth through practical experience, training, and self-development. Brings reliability, flexibility, dedication, and a customer-focused mindset to every role. Passionate about delivering excellent service, building positive professional relationships, improving operational efficiency, and contributing to long-term organizational success through consistent performance, innovation, and hard work. Dedicated and results-driven professional with a strong commitment to excellence, integrity, and continuous improvement. Experienced in administrative support, customer service, office coordination, documentation

EDUCATION

Bachelor Degres

University of Dar es Salaam

2026 - 2026

SKILLS

- Detailed c
- urriculum
- vitae for academ
- ic and extended car
- eer history.