

CURRICULUM VITAE OF SALMA OMARY**salmaomary57@yahoo.com****Tel: +255658 739955****Personal Details**

Name	Salma Omary
Date of Birth	06/06/1989
Sex	Female
Marital Status	Married
Nationality	Tanzanian
Place of Birth	Dar es Salaam
Lives in	Dar es Salaam
National ID	19890606-14103-00004-13

PROFILE

I am a highly self-motivated person, skilled with experience of Four years in Tourism and Hospitality industry with Diploma in Travel and Tourism. I am Self driven person who is looking for good and challenging working environment where I can fully exploit my potential and be able to deliver to the bottom-line, to constantly upgrade my knowledge and skills and make a difference in whatever I do.

Language Proficiency

Language	Speak	Read	Write
Kiswahili	Very good	Very good	Very good
English	Very good	Very good	Very good

Academic Background

Durati on	Institution Attended	Award	
2012- 2014	National College Of Tourism	Diploma in Travel and Tourism	
2010- 2011	Royal College Makindye	Certificate for Advanced Secondary Education (CASE)	
2006- 2009	Kinaawa High School	Certificate for Secondary Education (CSE)	
1999- 2005	Bilal Islamic Primary School	Certificate for Primary Education (CPE)	

Work Experience

Institution/Organization/location	Position	From	To	Responsibility
Super Deli Bakery	Sales and Cake Decollator	Jan 2012	Aug 2012	<ul style="list-style-type: none"> ➤ Consulting with customers to discuss desired cake designs and cake decorating ideas for specialty cakes. ➤ Designing and decorating cakes according to customers' specifications. ➤ Decorating regular bakery items according to established bakery standards. ➤ Assisting baking staff with the production of standard bakery items. ➤ Producing different kinds of icing, frosting, and cake fillings based on cake type and customer preferences ➤ Able to use the appropriate tools and equipment for decollating cakes
Swahili Beach Resort	Receptionist	Sept 2014	Jun 2015	<ul style="list-style-type: none"> ➤ Welcoming and greeting guests ➤ answer and direct incoming calls ➤ Informing guests of hotel rates and services ➤ Making and confirm reservations for guests ➤ Ensuring proper room allocation ➤ Registering and check guests inConfirming relevant guest information ➤ Issuing room keys and direct guests to their rooms ➤ Maintaining clear and accurate records of guest room bookings

Hakuna Matata Spice Garden Zanzibar	Tour Guide	Sept 2015	Jan 2016	<ul style="list-style-type: none"> ➤ Spice interpretation on how spices grow, uses of the spices and medicine ➤ Informing guests about the historical background of the area ➤ Greeting and welcoming customers to the tour. ➤ Informing customers about the itinerary for each tour. ➤ Planning itineraries in accordance with weather forecasts and the length of each tour. ➤ Scheduling visits and purchasing tickets to museums, galleries, protected parks, and other attractions ahead of time, if required. ➤ Planning alternate activities in the event that cancellations, closures, or weather prohibit you from attending scheduled events.
Tulia Zanzibar Unique Beach Resort	Receptionist	Feb 2016	Aprl 2017	<ul style="list-style-type: none"> ➤ Greeting clients and visitors with a positive, helpful attitude. ➤ Assisting clients in finding their way around the office. ➤ Announcing clients as necessary. ➤ Helping maintain workplace security by issuing, checking, and collecting badges as necessary and maintaining visitor logs. ➤ Assisting with a variety of administrative tasks including copying, faxing, taking notes, and making travel plans. ➤ Preparing meeting and training rooms.

Sunshine Bay Hotel	Receptionist	Jun 2023	Up to date	<ul style="list-style-type: none"> ➤ Providing basic and accurate information in-person and via phone/email ➤ Receiving, sort and distribute daily mail/deliveries ➤ Maintaining office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges) ➤ Ordering front office supplies and keep inventory of stock ➤ Updating calendars and schedule meetings ➤ Arranging travel and accommodations, and prepare vouchers ➤ Keeping updated records of office expenses and costs ➤ Performing other clerical receptionist duties such as filing, photocopying, transcribing and faxing
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Training and Workshop

Name of Training	Institution	Year	
Tour guide	Arusha National Park	2013	2013
Receptionist, Waitress, and Supervision Training	Seyyida hotel	Jun to August	2014

Skills

✓ Communication skills
✓ Problem-solving skills
✓ Philosophy of Driving
✓ Teamwork skills
✓ Analysis of Driving

✓ Flexible and team building
✓ Protocol and Etiquette
✓ Leadership skills.
✓ Safety and Security aspects
✓ Computer skills

Interests

Watching News, Teaching, helping others, social networks, creative writing, music, reading books, football and Travelling.

Referees

Name	Institution/Organization	Position	Contacts
MR.RAFFIY SALEHE	Super Deli Bakery	Owner/Manager	Tel:+255767888566
MR.MAHAMOUD ALI	Swahili Beach Resort	Assistant Manager	Tel:+255767202239
MR.LUKAS SENOGL	Tulia Zanzibar Unique Beach Resort	General Mager	Tel:+255773409377

Declaration

I, **SALMA OMARY**, I do hereby declare and state that, the information given on this curriculum vitae is true to the best of my knowledge.



SALMA OMARY