

# Lulu Eva Kessy

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## PERSONAL PROFILE

I am a flexible self-motivated professional with real desire and drive to meet client expectations. I have excelled in varied environments ranging from schools to sales environments. I am a real team player who is always willing to take time to support colleagues in order to improve overall team performance. I am a diligent individual with a great sense of urgency. I have good attention to detail, I am able to simplify complex tasks whilst also suggesting improvements, to ensure best process is realised.

## KEY SKILLS

- Creative thinker who is able to think out of the box
- Working knowledge of Google business applications
- Business to business sales (lead generation & outreach)
- Excellent communication skills (Swahili & English)
- Proactive thinker with the ability to develop long visions
- Flexible and adaptable to new environments
- Target driven able to work to tight deadlines
- Ability to develop and maintain long term relations with clients
- Excellent general IT Skills (MAC OS & Windows)
- 3D Model Design
- Competent with MS Office (Word, PowerPoint & Outlook etc)

## WORK EXPERIENCE

**Event Manager & Personal Assistant | [Malaika Media](#) | July 2018 – Present**

**Key responsibilities include but not limited to:**

- Brainstorming and implementing event plans and concepts.
- Handling budgeting and invoicing.
- Liaising and negotiating with vendors.
- Handling logistics for events in the region and outside the region.
- Keeping senior management informed with critical updates
- In charge of branding and communication
- Developing channels to gather feedback via digital surveys
- Obtaining permits for logistics
- Handling post-event reports
- Social media marketing

**Client Service & Creative Strategist | [The Cre8tive Company](#) | February 2018 – July 2018**

The Cre8tive Company is Advertising & Marketing company, specialising in Strategy, Creative, Technology & Content.

**Key responsibilities included:**

- Attending internal & external client meetings and recording minutes
- Managing relations with clients
- Being actively involved in content creation for our clients
- Consulting client in order to clearly document their requirements

## **Independent Representative | [QI Groups of Companies.](#) | August 2017 – February 2018 |**

The QI Group of Companies is a diversified multinational entity with regional offices in Hong Kong, Singapore, Malaysia, Thailand and the Philippines and a wide range of subsidiary companies in nearly 30 countries. The Group has six main business lines diversified into lifestyle and leisure, luxury, training and education, property development and management, logistics and an e-commerce-based retail & direct sales business.

### **Key responsibilities included:**

- Booking meetings with prospective clients to engage in new business
- Management of existing client relationships
- Capturing the client needs in order to deliver best solution
- Presenting solutions to the clients in order to gain sales
- Negotiating with clients
- Conducting market research
- Actively promoting future products and special offers
- Supporting colleagues with their workload
- Provide clients with quotations in a timely manner
- Complying daily, weekly & monthly sales reports
- Producing sales forecasts

## **Teacher | [Little Achievers](#) | July 2016 – August 2017 |**

### **Key responsibilities included:**

- Arranged meetings and school events with parents
- Recorded the attendance of kids
- Conducting meetings with parents on the kid's performance
- Acting as a contact between the school and its customers (parents)
- Marketing the school via different social media
- Representing the school in school events;
- Challenging any objections with a view to getting the customer to use our service;
- Recording attendance, reports, correspondences and other information in relation to students to the managing director and the school's database
- Conducting school events

## **EDUCATION & TRAINING**

- Initiating and Planning Projects by University of California, Irvine on Coursera, **February 2020**
- Bilingual Diploma, International Baccalaureate, International School Moshi, **August 2014 - May 2016**
- Middle years program certificate, International school Moshi, **August 2010 to May 2014**
- Certificate of Primary Education, International School of Moshi, **January 2004 to December 2011**

## **HOBBIES & INTERESTS**

- Reading books
- Keeping up to date with technology and general computing
- Keeping fit through exercise
- Socialising with diverse groups of people
- Watching movies
- Listening to music
- Blogging

## REFERENCES

Mrs. Mwantum Juma **Managing Director**  
**Little Achievers**  
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