

# LILIAN WILSON OCHOGO

lilianwilson365@gmail.com | +255 657 202 112 / +255 621 200 653

Dar es Salaam, Tanzania | DOB: 09 Nov 1982

## PROFILE

Dedicated and detail-oriented Administrative Assistant with a Diploma in Business Administration and over 3 years' experience supporting daily office operations. Skilled in document handling, customer service, scheduling, and maintaining organized records. Recognized for reliability, teamwork, and the ability to ensure smooth administrative workflows.

## EDUCATION

- Diploma in Business Administration, College of Business Education (CBE), DSM | 2022 – 2024
- Certificate in Business Administration, College of Business Education (CBE), DSM | 2019 – 2021
- Certificate of Secondary Education, Mbenea Centre Secondary School, DSM | 2017 – 2018

## PROFESSIONAL EXPERIENCE

Quality Group Tanzania | 2014 – 2017

Administrative Assistant

- Managed incoming and outgoing correspondence, calls, and documents.
- Assisted in preparing stock-taking sheets and supported annual stock activities.
- Maintained office equipment and ensured proper filing systems.
- Supported staff with meeting arrangements, schedules, and seminar logistics.
- Performed daily administrative tasks to ensure smooth office operations.

## SKILLS

- Computer Literacy (MS Office, Email, Internet)
- Office Administration & Document Handling
- Customer Care & Communication Skills
- Time Management & Teamwork

## LANGUAGES

- Swahili: Native
- English: Proficient

## REFEREES

- Clifford L. Charles | Businessman | cliffordochogo2017@gmail.com | +255 789 561 247
- Sarah Thomas Tete | Medical Doctor | sarahTete311@gmail.com | +255 784 382 180
- Bernadetha Richard Ulaya | Kitchen Attendant | bernardrichard0@gmail.com | +255 656 909 650