

# Mark Richard Kiwango

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## Personal Profile Statement

A motivated and responsible real estate graduate seeking opportunity for; Economy, Investment, Properties valuation, land management, property management, agency & analyst Sales, Marketing, recruitment and social sciences activities. An experienced and resourceful in communication, sales and negotiation and real estate skills, which has obtaining in past and current job. He was manage to organize meeting and sensitized communities about land acquisition and tenure projects. He is using various tools to collect data like ODK and GPS as managing to create own online form tools to collect data by use smartphone or tablet. He is use social media network and market segmentation to sales and rent properties as freelancer and willing to work globally. However, He converted and index of record paper data into digital and migrated into the ILMIS database.

## Achievements

- He promoted from assistant valuer, Valuer and senior valuer in the East Africa Crude Oil Pipeline Project (EACOP) in Tanzania section
- Conducting Asset valuation without any probes like fraud and successful working in challenging Environment
- Lunch own business, where the turnover increases from time to time
- Retailing an assets and services through market segmentation and social media and provide education to the people about formal ownership of real estates.

## Professional Experience

**Job Title:** Marketing Manager & Recruitment Coordinator

**Institute:** Danvast Career Search      **Duration:** 2019 up to date

### Key Duties:

Managing, planning and administers marketing and distribution, Perform data analysis to understand targeted customers. Measure the effectiveness of multi-channel marketing campaigns including media, Online direct marketing; like social media. Assist in brand management strategy. Website writer and publishing by ensure SEO and increase website visits.

Provides support coordination of recruitment, screening and initial contact of applicants, maintains

general familiarity with immigration and re-certification process for international recruitment. Conduct virtual recruitment this include writing clear job descriptions and posting online, sourcing and screening potential candidates, communicating with the Manager and staff, reviewing job requirements, conducting interviews, assisting with on boarding.

**Job Title:** Real Estate Expert **Duration:** 2016 to 2020

**Institute:** Whiteknights Real Estate Investment Analyst Ltd, Dar es salaam

**Key Duties:**

- Land administration by facilitate certificate right of occupancy
- Marketing real estate assets through market segmentation, also us advertisement methods like social media and doing negotiations to ensure sales on time;
- Real estate management by oversee maintenance, utilities bills, cleanness and related matters in the properties.
- Providing extensive real estate support to internal and external stakeholders include due diligence, assets valuation for various purpose including, purchases.
- Undertaking site inspection and prepare valuation report for mortgage purpose, as received instructions from customers financial institutions.

**Job Title:** Valuer **Duration:** 2016 up to date

**Institutes;** Niche Consult- For CRDB, NBC and NMB Bank, Nasia Consult Ltd For CRDB and NMB.

**Key Duties:**

Undertook mortgage valuation for different individuals or organization seeking loans from different financial institutions. Different occasions represented or undertook valuations on behalf of the mentioned Firms as their representative.

**Job Title:** Data Entry and Conversion Clerk (Temporary Job) **Duration:** May 2022 - August 2022

**Institute:** Ministry of Lands Housing and Human Settlement Tanzania-ILMIS POSTCODE Project

**Key Duties:**

- Converted and index of record paper data into digital and migrated into the ILMIS database
- Resolved diagnosed and solve land record data related with system

**Job Title:** Valuation Surveyor **Duration:** May 2018 to October 2019

**Institutes;** Digby Wells Consortium, Tanzania on East Africa Crude Oil Project (ECOP)

**Key Duties:**

- Maintaining interactions with society and clients by providing support in any inquiries, information, and guidance related to project. Conducting stakeholder engagement both national and local level.
- Undertook site inspection and collect data, verification, report writing and disclosure of compensation schedule within the East Africa Crude Oil Pipeline areas;
- Undertook office work of writing, checking, reviewing the documents for their accuracy for the purpose of produce valuation reports, compensation schedule and other reports;
- Assisted in developing profession presentation as well as provide technical support and advice on valuation; researching the land value and buildings construction market.

**Job Title:** Data Entry and Conversion Clerk    **Duration:** Oct 2017 - May 2018

**Institute:** National Institute of Geographic and Forest information (IGN FI) 7, rue Biscornet 75012 Paris (France) and Ministry of Lands Tanzania

**Key Duties:**

- Converted and index of record paper data into digital and migrated into the ILMIS database
- Resolved diagnosed and solve land record data related with system

**Job Title:** Valuation Officer & Team Leader (Part Time) **Duration:** Jan - Marc 2017 & April 2021-May 2022

**Institute;** Land Masters Combine Ltd of P. O. Box 21714, Dar es salaam

**Key Duties:**

- Organized team members and provide a link with supervisor, government officials and managing Director;
- Undertook site inspection and collect all assets data as well as Computing value for purpose of produce valuation report;
- Conducting marketing and research by collect sales price of all assets like equipment's and furniture in order to get value rate for purpose of produce

valuation report.

- Asset codification, recorded into excel sheet and prepared fixed assets register and keeping data into folder files.
- Prepare Fixed Asset Register both manual and electronic

**Job Title:** Valuation Officer (Temporary Job)

**Duration:** Feb-March 2015

**Institute:** Arusha City Council

**Key Duties:**

- Undertook site inspections and collect all Building data for purpose of produce valuation roll for rating
- All collected asset data recorded into excel sheet and keeping record data into folder files.
- Computing value of assets basing on market value
- Apportioned property tax rate basing on value of building in asset register

**Title:** Valuer & Land officer (Intern) **Duration:** Jun-Sep 2013, Jun -Sep 2014 & Jun- Aug 2015

**Institutes;** Ministry of Lands, Housing and Human Settlements Development, Head Office of P.O. Box 9132, Dar es Salaam and Meru District Council of P. O. Box 462 Arusha.

**Key Duties:**

- Undertook site inspection and prepare valuation report
- Checked and commenting on the land registration documents for their accuracy and correctness before been registered.
- Endorsed land documents like mortgage deed, transfer deed and certificate of title after approved by Registrar of Title and Document.
- Computing value of assets basing on collected data
- Prepared Villages Land Use Planning (VLUP) reports and Conducted meeting to raising awareness on village adjudication and other duties
- Equipped customary Certificate of Right of Occupancy and other land documents
- Maintained land record data by filled into database and Land rent assessment

**Education**

**Duration**

2012 – 2016

**Awarded**

BSc in Land Management and Valuation

**Institute**

Ardhi University

2010 – 2012                      Advanced Certificate of Secondary Education   Lyamungo School

2006 – 2009                      Certificate of Secondary Education    Mawella Secondary

## **Training and Professional Certificates**

<b>Duration</b>	<b>Title</b>	<b>Institution/Organization</b>
2020	Certificate of Provisional Registered Valuer ( <b>PRV</b> )	Valuer Registration Board (VRB) Tanzania
2019	Certificate of Recognition of participating and work on the East Africa Crude Oil Pipeline ( <b>EACOP</b> )	Digby Wells Consortium (Tanzania)
2019	Certificate of Completion of Management Strategies for People and Resources	Young African Leader Initiative (YALI)
2019	Certificate of Completion of Fundamentals of Immigration Detention	Humanitarian leadership Academy and UNHCR
2019	Certificate of Completion of Introduction to the Core Humanitarian Standard	Humanitarian Leadership Academy
2018	Certificate of Employment ( <b>ILMIS</b> )	IGN FI & Ministry of Lands Tanzania

## **Skills**

- Fluent speaking, reading and writing in both Kiswahili and English;
- Good communication skills gained through community meeting experience;
- Good command of marketing and negotiations through network like social media and physical marketing;
- Leadership gained as valuer team leader and Chairperson of Liturgy of Catholic;
- Good command in build business relation and maintain it, as obtaining in personal business;
- Good command of office suite acquired during conducting research and valuation, which proven ability to process and content creation for solving problems.
- Good command in data collection tool like Open Data Kit (ODK), Geographical Positioning System (GPS) gained as valuer.
- Good command of Statistical Package for Social Sciences (SPSS), MS office project, Introduction to ArcGIS and Arch CAD gained as Valuation Surveyor

## **Publications and Research**

- Implementation of Redevelopment Scheme in CBD of Dar es salaam: The case of Kariakoo-Author (2016)
- The contribution of informal real estate agents in Property market information

flow - Member (2015)

- Prayers and Novena- Co-author 2017, Publish by Ardhi University Catholic Community, University of Dar es salaam Parish

## Projects

- i. Social and Resettlement for the East Africa Crude Oil Pipeline (EACOP), Tanzania Section-valuation for compensation, valuer (2018 - 2019)
- ii. Integrated Land Management Information System (ILMIS) 2017-2018
- iii. Valuation and coding for Financial Purpose of TANESCO Assets –valuer - leader (2017 & 2021)
- iv. Valuation for Compulsory Acquisition of Natural Gas Phase II -valuer (2015)
- v. Valuation for rating purpose at Arusha City Council- Valuer (2015)
- vi. Land Use Plan for Ngabobo Village Arusha National Park project under AWF -Land officer (2013)

## References

1. Dr. Merdad L Geho (Managing Director and Fully Registered Valuer)  
Whiteknights Real Estate Investment Analyst Ltd  
P. O. Box 35480, Dar es salaam  
Mobile: +255 768 101 010, +255 787 101 010 & +255 659 101 010  
Email: mlgeho@gmail.com
2. Dr. Alfred Nchimbi (Field Supervisor)  
East Africa Crude Oil Pipeline Project  
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Mobile: +255 754 658 731  
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## Certification

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications and me.

Signature .....  .....

Mark Richard Kiwango

Date: 20 February 2023