MAJALIWA KALIWA MASHIMBA

P.0.BOX 24734 DAR ES SALAAM, TANZANIA

MOBILE: 0763594820/ 0717056445, EMAIL: majaliwakaliwa@gmail.com

• PERSONAL DETAILS

Nationality: Tanzanian Sex: Male Birth Date: 26 July 1994 Marital Status: single Language: English& Swahili Fluently in both writing and speaking

• CAREER OBJECTIVE

A dedicated and knowledgeable ICT Officer with 2 years of experience managing and supporting IT systems and infrastructure. Proficient in troubleshooting and resolving hardware and software issues, performing system upgrades and maintenance, and providing end-user support. Skilled in Database administration, basic graphics design, security protocols, and data backup and recovery. Strong analytical and problem-solving skills with the ability to work independently and collaboratively in a team environment. Passionate about keeping up-to-date with emerging technologies like social media and implementing best practices to enhance organizational efficiency and productivity.

• EDUCATION BACKGROUND

 Bachelor of science(Bsc) In information Technology (The Institute of Finance Management, IFM) 	(2015 – 2018)
 Advanced Certificate of Secondary Education (ACSEE) (Same High School, Moshi-Tanzania) 	(2013 – 2015)
 Ordinary Certificate of Secondary Education (CSEE) (Bupandagira High School, Simiyu-Tanzania) 	(2009 – 2012)

Trainings and workshops

October 2022 To Dec 2022: Cyber-crime Detection and prevention Training-Sponsored by IFM and TEA under Skills Development Fund SDF

• WORK EXPERIENCE

Power Computer Telecommunication Limited October 2020 To November 2022, Position: IT software support Key responsibilities;

- Provide technical advice to client and on hand support to users on the installation system
- ♦ Install Management System. Like Hospital, Supermarket ,pharmacy managing system
- ◆ Training users such as nurse, doctors on how to use Management System (MS).
- Diagnose hardware and software fault.
- Prepare report and documentation on how user understand and manage to use the system.
- Solve technical and application problems concern Management system (MS).
- Perform backups and restoration of databases, company information's and files
- Provide Ad hoc end-user support via email, phone, and in person respectively.
- ♦ Assisting IT manager with IT assets and system documentation and reports.
- Perform Server, Computer and printer preventive maintenance(PM) in quarterly basis with the respective service provide

Tanzania Bureau of Standards TBS October 2019 To October 2020; Position: ICT officer (intern) Key responsibilities;

- Documenting system configuration and credentials.
- ♦ Undertake level-2 system support and routine maintenance of ICT equipment
- ✤ Installation and configuration of new workstations, printers, and server.
- Performing database and application administration and controls.
- ✤ Managing server domain, adding and setting user accounts.
- ✤ Manage user data and perform routine backups

• TANZANIA PORTS AUTHORITY(TPA) DAR ES SALAAM Jul 2016 To October 2016; ICT officer trainee

Key responsibilities;

- Supporting computer users on application programs, corporate systems and internet connectivity
- ✤ Installation of CCTV camera security systems.
- Installation and configuring computer system hardware's, window setup and applications programs to the computer
- Printer installation and printer sharing configuration.

- Perform physical cabling, installation and configuration of network devices such as switch and router as per instructed by supervisor.
- Network troubleshooting and maintenances and IP address configuration in server computers.
- Computer and printer maintenances of both software and hardware.
- ✤ Installation and updating of the ant-virus software in computers, such as Kaspersky

• SKILLS

- Installation and configuration of LAN and its associated network devices such as routers, switch, IP cameras, and wireless Access Point using Cisco packet tracer.
- ✤ Window server installation.
- ✤ Basic Linux server
- Microsoft 365 and Advanced excel Data analysis
- Microsoft Power BI for Data analyst and reporting
- TCP/IP model
- ✤ Ms SQL server, Oracle Data base
- ✤ Cyber security
- ◆ Programming in HTML, CSS, Javascrip Virtual Basic VB, and PHP
- ✤ Backup and replication
- ✤ Virus protection, maintenance, monitoring.
- ✤ Basic in computer systems and network security procedures.
- ✤ Firewall

• REFEREES

1. MIRIAM GERVAS

Tutorial assistant Mbeya University, PO BOX 31 Mbeya Mobile; **0754782964**, Email; gervasmiriam1990@gmail.com

2. Elizabeth Mlemva

Resident Magistrate, Kishapu district Phone: **0620500894** Email: <u>elizabethgervas87@gmail.com</u>

3. ROSE TINABO

Senior lecture and head of department, P.O Box 3918 Dar Es Salaam, Tanzania. Mobile: **0766854735.** E-mail: <u>rtinabo@gmail.com.</u>

• DECLARATION

I'm, **MAJALIWA KALIWA MASHIMBA** I certify that the given information's are complete and true to the best level of my knowledge and concern.

THE INSTITUTE OF FINANCE MANAGEMENT DAR ES SALAAM, TANZANIA

REG. No.: IMC/BIT/15/90087



BACHELOR DEGREE

This is to certify that

Majaliwa Kaliwa Mashimba

Having successfully completed the examinations and satisfied all other requirements of the Institute's Governing Council, is hereby awarded

The Bachelor of Science in Information Technology

Pass

Classification

CHAIRPERSON OF THE COUNCIL RECTOR DATE: 30th November 2018 No.: 003707 5 & O - 10005.01 - 10/17

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The National Examinations Council of Tanzania Advanced Certificate of Secondary Education This is to certify that MAJALIWA KALIWA Index No. 80150-0801 sat for the Advanced Certificate of Secondary Education Examination at SAME SECONDARY SCHOOL and qualified for the award of this in MAY 2015 CERTIFICATE at CREDIT level after attaining the following performance:-Subject Grade GENERAL STUDIES GEOGRAPHY D (PASS) (PASS) CHEMISTRY в BIOLOGY с (PASS) BASIC APPLIED MATHEMATICS с (PASS) (FAIL) ***** XulmberDele. Chairperson Executive Secretary This is a secure document using special inks and paper. Hold this document to the light to verify the NECTA watermark, and security thread can be seen through the paper. Any alteration or amendment to this document invalidates it. AC15 0077525

The National Examinations Council of Tanzania





Certificate of Secondary Education

This is to certify that MAJALIWA KALIWA

Index No. 50439-0056 sat for the Certificate of Secondary Education Examination

at BUPANDAGILA SECONDARY SCHOOL and qualified for the award of a

in OCTOBER 2012

CERTIFICATE OF SECONDARY EDUCATION

in Division THREE

after attaining the following performance:-

Sign:

Subject	Grade			
	D (PASS)		
CIVICS	с (PASS)		
HISTORY	с (PASS)		
GEOGRAPHY	D C	PASS)		
BIBLE KNOWLEDGE	D	PASS)		
KISWAHILI	c (PASS)		
ENGLISH LANGUAGE	c (PASS)		
CHEMISTRY	C (PASS)		
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BASIC MATHEMATICS	*****			

Kulmbe

Chairperson

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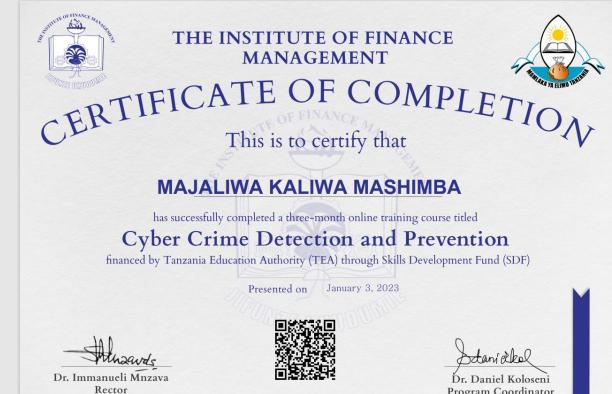
Certified true copy of the Original Sign: 2014 - Date 28 6 2018

ELIZABETH M. GERVAS

Balichako

Executive Secretary

CS12 0093509



ajbnts6xBp

Program Coordinator