

CURRICULUM VITAE

PERSONAL INFORMATION

Surname : Mgassa
First name : Neema
Middle name : Joseph
Date of Birth : 21.09.1995
Place of Birth : Mara, Tanzania.
Nationality : Tanzanian.
Marital status : Single
Language (Written and spoken) : Swahili and English
Sex : Female
Religion : Christian
Contact/ Address : Neema Joseph Mgassa
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ACADEMIC AND PROFESSIONAL QUALIFICATIONS

INSTITUTION	DURATION	QUALIFICATION/AWARD
Mzumbe University	2016-2019	Bachelor of Education in Languages and Management
Mawenzi secondary	2014-2016	Advance Certificate of Secondary Education
Mwembeni Secondary	2010-2013	Certificate of Secondary School Education

WORK EXPERIENCE

January 2021-August 2022 (Amani Secondary School)

Title: English & Kiswahili Teacher

Duties and responsibilities;

- Teach form three English and Kiswahili subject
- Prepare materials and activities
- Determine exams and assignment grades
- Provide feedback based on workload and classroom behavior
- Write progress reports for students

December 2019 – December 2021 (Tanzania na Vijana Organization)

Title: Assistant educational officer

Duties and responsibilities;

- To assist the director in writing concept notes, project ideas and proposals and ensure their timely submission.
- To undertake independent research in finding alternative resources for long term sustainability of the organization.
- To maintain relationship with the existing donors and respond their request regularly

July 2018- November 2018

Title: English Teacher

Duties and responsibilities;

- Teaching practice at Mara Secondary School with form five (English subject)
- Teach basic English skills including reading, writing, listening and speaking
- Encourage student in their studies
- Determine exams and assignment grades
- Assign books for students to read

July 2017-November 2017

Title: English Teacher (Literature)

Duties and responsibilities;

- Compose lesson plans in order to successfully incorporate the full duration of each lesson
- Teaching practice at Mara Secondary school with form five (V) literature subject
- Create test for students
- Assign assignment and homework to students
- Ensure that the classroom stays orderly

LANGUAGES

ENGLISH- Fluent

SWAHILI- Native

ADDITIONAL SKILLS

- Microsoft Application
 - Microsoft Excel
 - Microsoft Word
 - Power point
- Flexible and quick learner, strong ability to solve professional problems and social conflicts
- Highly efficient effective interpersonal skills with pleasant personality, ready to work under minimum supervision.
- Good in time management and multi-tasking

HOBBIES AND INTEREST

- Reading books and journals on economic and social life.
- Sharing ideas with different people in pursuit of knowledge

REFEREES

MR. RICHARD NKANDA,
PROJECT MANAGER,
TANZANIA NA VIJANA.
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MR. ANOPHRINE SHIRIMA,
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