

## CARICULUM VITAE

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LILLIAN THOMAS MOLLEL

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Bachelor Degree of Public Administration

Mzumbe University

GPA 3.G



## Personal Details

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Year of Birth:	12 <sup>th</sup> December 1996
Birth Place:	Arusha
Sex:	Female
Marital Status	Single
Religion:	Christian
Nationality:	Tanzanian
Driven License:	Class D No.4006307730
Language:	Fluent in speaking, reading and writing both English and Swahili

## Professional Summary

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- ❖ I committed and professional in
- ❖ I can skillfully implement research, monitoring and evaluation strategies for the organization to include developing and refining process. I have extensive knowledge of data collection analysis and interpretation techniques to identify the potential impacts and outcomes from different strategies.

- ❖ I can communicate and deliver report to senior management at various stages and I'm extremely competent in the use of ICT and MS Office application. Work well as a team receiving and sharing information every step of the way.

### **My statement**

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I am a very hard working person with an excellent range of skills and the ability to use my initiative. I can work independently as well as part of the team, I can work well to meet the goals target and have the ability to prioritize my workload. I am very patient, persistent and very keen to develop a rewarding career.

### **2.0. Academic Qualification**

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Institution: Mzumbe University

Award: BA in Public Administration

Duration: 2018-2021

Institution: Institute of Rural Development Plan

Award: Diploma in Development Administration and Management

Duration: 2016-2018

Institution: Institute of Rural Development Plan

Award: Certificate in Development Administration and Management

Duration: 2015-2016

Institution: St Pius Secondary School

Award: Certificate of Secondary Education

Duration: 2011-2014

Institution: Oysterbay Primary School

Award: Certificate of Primary Education

Duration: 2004-2010

### **3.0. Work experience**

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(November 2020-March 2021). Field Practical at Tanzania Roads Agency in Dar es Salaam (TANROAD).

#### **Duties and Responsibilities and achievement**

- ❖ Prepare weekly office timetable
- ❖ Writing report
- ❖ Link between employees and employer
- ❖ Data entry
- ❖ Prepare hints for meeting.

### **4.0. Software Skills**

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- ❖ Android APP (Gadget)
- ❖ Computer skills (Microsoft word, power point, excel)

### **5.0. Other skills**

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- ❖ Analytical Skills
- ❖ Management skills.
- ❖ Fast Moving consumer goods
- ❖ Market strategy
- ❖ Sales Skills
- ❖ Interpersonal Skills
- ❖ Communication Skills
- ❖ Organized, result result-oriented and self-starter

## 6.0. REFERENCES

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**Names:** Mr. TIMOTHEO SHADRACK MWAKIMI  
**Office:** Evangelical Lutheran Church of Tanzania-Eastern and Coastal Diocese (ELCT-ECD)  
**Title:** Planning and Program Officer  
**Phone:** +255-756402484  
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## 7.0 DECLARATION

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I understand that the information provided is complete and correct to the best of my knowledge. I understand that any false information supplied could lead to my application being disqualified or my discharge if I am appointed.

Signature.....Lmollel