

CURRICULUM VITAE

PERSONAL INFORMATION:

First name : Irene
Middle name : Renatus
Surname : Lutego
Address : P.O. Box 104684, Dar-es-salaam
Sex : Female
Date of birth : 31st May 1997
Nationality : Tanzanian
Languages (written & spoken) : English and Swahili.
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PERSONAL PROFILE

I am a holder of Bachelor Degree of Public Administration in Records and Archives Management, who is highly-motivated, conscientious, and competent collaborator who possesses in-depth knowledge. I can bring positivity, support, and a creative mindset to any team. I pride myself on taking ownership of challenging problems, maintaining high standards, and assisting my employer in achieving their commercial objectives. With a desire and passion for continuous professional development, I am confident I can add value to your organization by always ensuring your customers and client receive the best service possible. I can be relied upon to deliver everything that I set out to achieve, always seeking ways to help my employer grow, and save them money at the same time.

WORK EXPERIENCE:

DURATION	PLACE/OFFICE	DUTIES
November 2021 - March 2022	Tanzania Bureau of Standards (TBS).	<ul style="list-style-type: none">- Maintain records/records in the registry- Tracing, Locating and Retrieving files when are needed.- Receiving and registering incoming mails- Filing documents

January 2018- March 2018	Temeke District Court	<ul style="list-style-type: none"> - Opening new file for new cases. - Recording cases which are on progress. - Registering new cases and closing those cases which are dismissed.
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PERSONAL SKILLS:

- A fast learner with a proven track records of achievement;
- Proficient in the use of all Microsoft office applications and typing speed of 57 words per minutes;
- A strong collaborator who always puts the needs of a team first;
- Exceptional communication skills;
- A strong sense of business acumen and the understanding that the organization's commercial objectives are crucial to my work;
- An adaptable approach to change, and someone who takes responsibility for their ongoing professional development.

EDUCATION AND QUALIFICATION BACKGROUND:

<u>DURATION:</u>	<u>UNIVERSITY/SCHOOL</u>	<u>QUALIFICATIONS/AWARDS</u>
2019-2022	Mzumbe University (MU)	Bachelor degree of Public Administration in Records and Archives Management (BPA-RAM)
2018-2019	School of Library, Archives and Documentation Studies (SLADS)	Ordinary Diploma in Library, Records and Information Studies.
2017-2018	School of Library, Archives and Documentation Studies (SLADS)	Technician Certificate in Library, Records and Information Studies
2014-2016	Debrabant Secondary School	Advanced Certificate of Secondary Education Examination (ACSEE)
2010-2013	Usambara Girl's Secondary School	Certificate of Secondary Education Examination (CSEE)

TRAINING AND PROFESSIONAL DEVELOPMENT

- Field practical training conducted at TANZANIA BUREAU OF STANDARDS on 08th

November 2021 - 08TH March 2022.

- January-March 2018 Research and Report Writing (The Influence of Records Management Practices on Service Delivery).

REFEREES:

1. Masauko G. Chimtembo
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