
CURRICULM VITAE

P.O. Box 77588, Dar es Salaam, Tanzania.

Mobile: +255 623528665; Email; upendogaudence74@gmail.com

PERSONAL INFORMATION

Full Name	Upendo Gaudence Peter
Date of Birth	30 th November, 1995
Place of Birth	Kilimanjaro
Nationality	Tanzanian
Sex	Female
Marital Status	Single



Key Qualifications and experiences

Ms. Upendo Gaudence Peter is a hardworking person, dynamic and self-independent. She works both individually and in a team, collaboratively with minimum supervision. Since she completed her bachelor degree, Ms. Upendo has been working in both business and other activities related to her profession. She has experienced on role of business managements and administrative.

ACADEMIC QUALIFICATIONS

Year	Course	Achievement
2016-2019	Bachelor of Arts in Economics, St. Augustine University of Tanzania, Mwanza	Bachelor degree Certificate
2014-2016	Certificate of Advanced level of Secondary Education, Mawenzi Secondary School, Moshi	Advanced level Certificate
2010-2013	Certificate of Ordinary Level of Education, Nyumba ya Mungu Secondary School, Simanjiro	Ordinal level Certificate
2002-2009	Certificate of Primary Education, Nyumba ya Mungu Primary School, Simanjiro	Primary level Certificate

WORK EXPERIENCES

April 2021 to March 2023 Work at MADAFI ADVOCATES

Position; Office Administrative/Secretary/Receptionist

Key rules;

- Answering and directing phone calls.
- Organizing and distributing messages.
- Typing, preparing and collating reports.
- Greeting business clients and guests.
- Maintaining and ordering office supplies.
- Scheduling meetings and conferences.
- Welcoming guest.
- Filing .
- Send email to clients.
- Storing information in paper and digital form.

February 2020 to January 2021 Work at Rosemary Super Market

Position;Cashier

Key rules;

- Provides a positive customer experience with fair, friendly and courteous service.
- Resolves customer issues and answers questions.
- Collecting payments by accepting cash.
- Balances cash drawer by counting cash at the beginning and end of the work shift.
- Provides pricing information by answering questions.
- Maintains a safe and clean working environment by complying with procedures and rules.

July 2018 to September 2018 Field work at NMB-bank-Geita Branch.

Position; sales and marketing officer

Key rules

- Selling of bank products to clients including Credit card, and loans.
- Resolve customer needs.
- Initiate campaign strategies for bank products and services.
- Creating marketing strategies to achieve sales target of a bank.
- Implement best practices to meet customer needs and requirements.
- Assist and support bank management in delivering customer service.
- Prepare sales And marketing statements and report for top management of the bank.

KEY SKILLS AND COMPETENCES

Professional

- Good communication and interpersonal skills
- Proficient in computer skills with variety of MS- Word, MS-Excel, MS- Power Point, Internet and email.
- Ability to read and comprehend detailed instruction
- Strong organization and analytical skills
- Leadership skill

INTEREST AND HOBBIES

I like watching various television programs especially News Oriented Channels, visiting internet, reading newspapers and books, Music and Travelling. I also like Swimming.

REFEREES

1. Rosemary Petro

Diving Clerk at Royal hotel Zanzibar

gaudenceroosemary81@gmail.com

Tel; +255 0763132742

2. Dr. Achilana Mtingele

Lecturer of St Augustine university of Tanzania

akulitama@gmail.com

Tel; +255 786822233

3. Mickson Hyera

Sales and Market Manager at NMB Bank Geita

branch hyeramichel6@gmail.com,

Tel +255 624772847

The National Examinations Council of Tanzania



Certificate of Secondary Education

This is to certify that UPENDO GAUDENCE PETER

Index No. S4053-0042

sat for the Certificate of Secondary Education Examination

at NYUMBA YA MUNGU SECONDARY SCHOOL

in NOVEMBER 2013

and qualified for the award of a

CERTIFICATE OF SECONDARY EDUCATION

in Division THREE

after attaining the following performance:-

Subject	Grade
CIVICS	C (PASS)
HISTORY	C (PASS)
GEOGRAPHY	C (PASS)
KISWAHILI	C (PASS)
ENGLISH LANGUAGE	C (PASS)
CHEMISTRY	B+ (PASS)
BIOLOGY	E (UNSATISFACTORY)
BASIC MATHEMATICS	C (PASS)
	E (UNSATISFACTORY)

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Andrew L. Mollel 10/10/2022

ANDREW L. MOLLEL

Advocate, Notary Public & Commissioner for Oaths

Chairperson

Chairperson

Executive Secretary

Executive Secretary

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Any alteration or amendment to this document invalidates it.

CS13 0398993



The National Examinations Council of Tanzania



Advanced Certificate of Secondary Education

This is to certify that **UPENDO GAUDENCE PETER**

Index No. **S0328-0737**

sat for Advanced Certificate of Secondary Education Examination

at **MAWENZI SECONDARY SCHOOL**

in **MAY 2016**

and qualified for the award of an

Advanced Certificate of Secondary Education

in Division **TWO**

after attaining the following performance:-

Subject	Grade
GENERAL STUDIES	E (PASS)
HISTORY	C (PASS)
GEOGRAPHY	D (PASS)
BASIC APPLIED MATHEMATICS	F (FAIL)
ECONOMICS	D (PASS)

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Andrew L. Mollel 10/10/2022
ANDREW L. MOLLEL
Advocate, Notary Public & Commissioner for Oaths

[Signature]

Chairperson

[Signature]

Executive Secretary

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AC16 0114752

THE SAINT AUGUSTINE UNIVERSITY OF TANZANIA



This is to Certify

That

Upendo Gaudence Peter

having satisfied the requirements of the
University and on the recommendation
of the Senate has been awarded

BACHELOR OF ARTS IN ECONOMICS

LOWER SECOND CLASS

at a congregation held in Mwanza

On the 20th of December in the year Two Thousand and Nineteen

Certified as a True Copy of the Original

Andrew L. Mollel 10/10/2022

ANDREW L. MOLLEL

Advocate, Notary Public & Solicitor-at-Law for Civil

Chancellor

Vice Chancellor

**Deputy Vice Chancellor
for Academic Affairs**

THE SAINT AUGUSTINE UNIVERSITY OF TANZANIA

P.O Box 307
Mwanza, Tanzania



Phone: +255-28-2552725
Fax: +255-28-2550167



BACHELOR OF ARTS IN ECONOMICS

Surname: PETER	First Name: UPENDO	Middle Name: GAUDENCE	Gender: F
Citizenship: TANZANIAN	Reg No: BAEC 58302	Admitted: 2016	Completion: 2019

Overall GPA: 3.15	Classification: LOWER SECOND CLASS
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TRANSCRIPT OF EXAMINATION RESULTS

FIRST YEAR 2016/2017					
CODE	TITLE	UNITS	MARKS	GRADE	POINTS
EC 113	Mathematics for Economists	4	40	C	8
EC 111	Introductory Microeconomic Analysis I	4	62	B+	16
EC 112	Introductory Macroeconomic Analysis I	4	50	B	12
LG 111	Communication Skills I	3	62	B+	12
LG 112	Basic English Level I	3	57	B	9
PH 111	Introduction to Philosophy	3	52	B	9
PH 113	Social Ethics	3	59	B	9
AC 116	Financial Accounting I	3	40	C	6
EC 121	Introductory Microeconomic Analysis II	4	58	B	12
EC 122	Introductory Macroeconomic analysis II	4	63	B+	16
LG 121	Communication Skills II	3	46	C	6
LG 122	Basic English Level II	3	49	C	6
PH 122	Critical Thinking	3	47	C	6
AC 126	Financial Accounting II	3	41	C	6
MT 132	Business Statistics	3	40	C	6
GPA - 2.78		SUBTOTAL:	50		139

SECOND YEAR 2017/2018					
CODE	TITLE	UNITS	MARKS	GRADE	POINTS
EC 211	Intermediate Microeconomic Analysis I	4	56	B	12
EC 212	Intermediate Macroeconomic Analysis I	4	40	C	8
EC 213	Quantitative Methods I	4	46	C	8
EC 214	Econometrics I	4	49	C	8
EC 215	Development Economics I	4	53	B	12
LG 211	Basic French I	0	70	A	0
DS 111	Development Perspectives I	3	62	B+	12
DS 121	Development Perspectives II	3	59	B	9
EC 222	Intermediate Macroeconomic Analysis II	4	54	B	12
EC 223	Quantitative Methods II	4	40	C	8
EC 224	Econometrics II	4	52	B	12
EC 225	Development Economics II	4	55	B	12
LG 221	Basic French II	0	52	B	0
REL 221	Comparative Religions	3	45	C	6
EC 221	Intermediate Microeconomic Analysis II	4	57	B	12
RM 214	Research Methods	3	52	B	9
GPA - 2.69		SUBTOTAL:	52		140

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THIRD YEAR 2018/2019					
CODE	TITLE	UNITS	MARKS	GRADE	POINTS
EC 311	Economic Policy, Planning and Programming I	4	63	B+	16
EC 312	Money, Banking and Financial Development	4	60	B+	16
EC 314	International Economics I	4	57	B	12
EC 315	Applied Quantitative Methods and Econometrics I	4	74	A	20
EC 313	Public Finance I	4	78	A	20
EC 316	Industrial and Production Economics I	4	54	B	12
EC 310	Labour Economics and Human Resources I	4	57	B	12
EC 321	Economic Policy, Planning and Programming II	4	67	B+	16
EC 322	Monetary Economics	4	57	B	12
EC 323	Public Finance II	4	67	B+	16
EC 324	International Economics II	4	60	B+	16
EC 325	Applied Quantitative Methods and Econometrics II	4	79	A	20
RM 399	Research Paper	3	55	B	9
CE 398	Oral Comprehensive Examination	3	52	B	9
EC 326	Industrial and Production Economics II	4	60	B+	16
EC 320	Labour Economics and Human Resources II	4	68	B+	16
GPA - 3.83		SUBTOTAL:		238	

CORPORATE COUNSEL

DEPUTY VICE CHANCELLOR FOR ACADEMIC AFFAIRS
P.O. Box 307
MWANZA-TANZANIA
15 AUGUSTINE

Key to the Grades and other symbols for University Examinations: SEE THE TABLE BELOW

Grade	A	B+	B	C	D	E	F
Marks	70-100%	60-69%	50-59%	40-49%	35-39%	0-34%	0-0%
Grade Points	5	4	3	2	1	0	0
Remarks	Distinction	High Credit	Credit	Pass	Fail	Bad Fail	Incomplete

Key Key to classification of Awards: SEE THE TABLE BELOW

Overall G.P.A	4.50 - 5.00	3.50 - 4.49	2.60 - 3.49	2.00 - 2.59
Class	FIRST CLASS	UPPER SECOND CLASS	LOWER SECOND CLASS	PASS

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