

CURRICULUM VITAE



A: PERSONAL DETAILS.

FIRST NAME : LUCY
 MIDDLE NAME : YORONIMO
 LAST NAME : NGARO
 DATE OF BIRTH : 16 NOVEMBER 1999
 SEX : FEMALE
 NATIONALITY : TANZANIAN
 MARITAL STATUS : SINGLE
 RELIGION : CHRISTIAN
 PLACE OF BIRTH : RUKURAIJO
 ADDRESS : P.O.BOX 72 KYERWA KAGERA.
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 NIDA NUMBER : 19991116- 35822-00001-11

B: ACADEMIC QUALIFICATION

YEAR	INSTITUTION	AWARD
2020 - 2021	Tanzania Public Service College (TPSC) SINGIDA	Diploma in Public Administration(NTA LEVEL 5)
2019 - 2020	Tanzania Public Service College (TPSC) SINGIDA	Basic technician certificate in public administration(NTA LEVEL 4)
2014 -2017	Kituntu secondary school	O' level Secondary Education Certificate (SEC)
2007-2013	Rukuraijo primary school	Certificate in Primary School.

OTHER PROFESSIONAL QUALIFICATION.

YEAR	INSTITUTION	AWARD
2018	Vocation Educational and Training Authority (VETA)	Certificate in computer science(CCS).
2019-2021	Tanzania Public Service College (TPSC) Singida.	CCM certificate
2023	The Amazon Driving School	Driving certificate

C: EXPERIENCE

2019-2020:

- Bahi District Commissioners office
- Awards :Letter of field practice

Also Field Working Attainment At bahi District Commissioners Office

- Counseling session
- Keeping records
- Attending meeting and seminars

- preparing outline for meetings

COMPUTER SKILLS

- Introduction to computer
- Microsoft office words
- Microsoft office words
- Microsoft office publisher

LANGUAGE

LANGUAGE	WRITING	SPEAKING	READING
KISWAHILI	EXCEELENT	EXCEELENT	EXCEELENT
ENGLISH	EXCELLENT	EXCELLENT	EXCELLENT

KNOWLEDGE AND SKILLS,

- Good output deliver in the less time without losing efficiency
- Good team player and have excellent interaction skill to coordinate and work within a team.
- Excellent technical skills, quick to learn and adapt new thing
- Good problem solving ability and analytics skill to solve the problem efficiently.
- Excellent communication skills to present points precisely and clearly.

HOBBIES & INTEREST.

- Praise and Worship
- General Physical exercise
- Studying bible and story books
- Interaction and sharing idea with other
- Watching movies

REFEREES

Name	Institution/organisation	Title	Contacts
SUBIRI LINGSON KAJUNI	BAHI DISTRICT COMMISSIONERS OFFICE	ADMINISTRATIVE OFFICER	Mobile: 0757822509 Email: kajunsubiri@gmail@yahoo.com
ESSAU EMANUEL MUNGI	TANESCO	DISTRIBUTION AND CUSTOMER SERVICE	Mobile : 0685456133 Email: essaumungi@gmail.com
MAKOYE SALVATORY MALIFEDHA	KIAGATA HOSPITAL	MEDICAL DOCTOR	Mobile: 0746758199 Email: salvatorymakoye@gmail.com