

BENEDICTO MAHENDEKA

Curriculum Vitae

ABSTRACT

When it comes to Learning, I am a dynamic person, team player, wins person confidence, performance driven, and team spirit, able to perform under minimal supervision.

I believe in been of asset to the organization.

Part 1: Personal Detail

Surname:	Mahendeka
First Name:	Benedicto Cleophas
Date of Birth:	08 th August, 1994
Nationality:	Tanzanian
Sex:	Male
Marital status:	Single
Language:	English and Swahili
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Email:	mahendekaboy94@gmail.com

Part 2: Education

YEAR	SCHOOL/UNIVERSITY	AWARD
2017- 2020	Mzumbe university- Morogoro	Bachelor degree of public administration and management
2014- 2017	Makumira high school-Arusha	Advanced certificate of Secondary education
2013-2014	Arusha secondary school- Arusha	Re-sitting Certificate of secondary education
2009-2012	Kanyelegele secondary School-Mwanza	Certificate of secondary education
2002-2008	Kanyelegele primary school-Mwanza	Certificate of primary education

Part 3: Work Experience/ Practical Training

WORK EXPERIENCES

INSTITUTION: TANESCO- ARUSHA.

Time: October 4th, 2019 to April 27th 2020.

Practical training at TANESCO in the following aspects,

- Customer relation.
- Customer care.
- Human resource.
- Public policy analyst.
- Strategic management.
- Customer services.
- Public relation.

**INSTITUTION: Tanzania Engineering and Manufacturing Design Organization
(TEMDO)- ARUSHA, TANZANIA (INTERNSHIP PROGRAMME)**

Time: January, 2022 to Date

- ❖ Hiring of employees
- ❖ Preparations of staff leave roster
- ❖ Data cleaning Activities
- ❖ Performance management activity
- ❖ Preparation of Staff training and development
- ❖ Personal Emolument

OTHER RELATED EXPERIENCES

Conducted Research Project

- **Title:** Factor influencing stress at the workplace to public servants in Tanzania: A case study of TANESCO.
- **Duties:** Proposal Preparation, Data collection, Analysis, Discussion and finally report writing. The report was submitted at Mzumbe university- Morogoro Tanzania.

OTHER SKILLS

- Writing research proposals, Dissertations and Reports
- Preparing work plan, programs and Reports
- Communication skills (writing, reading, listening and speaking)
- Preparing project proposals and concept papers
- Good envoy in official talks.
- Preparing strategic plans.
- A good knowledge,
 - Microsoft word
 - Microsoft excels
 - Microsoft power point.

- Playing football and swimming.
- Socializing with people of different sex and age with the aim of changing ideas
- Reading books, such as story books novels and other entrepreneur books.
- Leaning new challenges.

Part 5: Referees:

Name: Eng. Prof. Frederick C. Kahimba
Occupation: Director General
Adress: P. O. Box 6111
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Name: Dr. Venance Shilingi.
Occupation: Lecturer and Strategic Planner, Mzumbe University
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Name: Mwajuma Rubibi
Occupation: Ass. Customer relational officer,
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DECLARATIONS

I BENEDICTO MAHENDEKA, certify that all the information provided above is correct and true.