

# CURRICULUM VITAE

## SUMMARY

General core knowledge's on records management, information sciences, archives management, crops management, librarian, marketing and sales both information system and agriculture field trial and plot demonstration, librarianship, collection development and management, knowledge management, agriculture research, data collection and analysis, feedback Reporting based on research communities.

## WORKING EXPERIENCES

### **ASSISTANT DATA RECORDER** **May- august 2022.**

Ministry of land, Housing and Human settlements development. Recording incoming and outgoing certificate of title. Work as link between registry of region office of land and team of operation. Preparing maps indexing. Conducting a quality control of digitized certificate of title. Supervising land officers during converting certificate of title. Responsible for taking certificate of title from registry of region office to center of operation and return to the registry after Complete converting.

### **RECORD OFFICER** **August-September 2021**

#### **National Record Center(NRC) at Dodoma region**

Conducting appraisal and disposition of records  
Filling records accession forms of records from records center to archives.  
Managing records both paper and electronic.  
Conducting files retrieval for in office use and outside office use.  
Receiving researchers and help to retrieve the requested files.  
Participate training on formulating and using keyword system.  
Participate on training on the use of E.office, electronic filling.

### **RECORD OFFICER** **April-October 2020**

#### **National Social Security Fund -KIDATU**

Receiving and dispatching of incoming and outgoing mails.  
Box files shelved in shelves according the arranging orders.  
Retrieval of files for action officers to work on it.

## **MAWAZO CHRISTIAN MDEMUSI**

### **ADDRESS**

P.O.BOX 186 KIDATU

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:0625634374

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## **SKILLS**

Team management  
Problem solving  
Relation management  
Marketing and sales  
Records management  
Microsoft office  
Risk management  
Customer services

## **REFEREES**

### **1:prof WULYSTAL MTEGA**

Head of Department of Informatics  
And Information Technology  
Sokoine National Agricultural  
Library.

P.O.BOX 3022SUA-Morogoro

Mobile:0787263635/0769831893

Email:wmtega@sua.ac.tz

### **2.JOSEPH MASOTA NDARO**

Principal Records Officer Presidents  
Office.

Records and Archives Management.

P.O.box2316,Swaswaroad-Dodoma

Mobile:0713607630

Participating in records appraisal and disposition it.  
Conducting employers follow up to who not paid employees Contributions.  
Registering new clients to the funds.  
Opening and filling documents of clients benefit claim and health insurance

**ASSISTANT FIELD SUPERVISOR (INTERNSHIP)**

**Kilombero Sugar Company Limited                      Sept -December 2016**

Supervising workers on sugarcane planting  
Providing guidance on herbicide and fertilizer application.  
Conducting seed treatment before planting.

Maintain excellent attendance records of the workers.  
Conducting disease and pest detection on sugarcane.  
To provide guidance to workers to meet operation standard.

**EXTENSION OFFICER TRANEE                      May to June 2016**

**Kilombero Sugar company limited**

Conducting knapsack and fertilizer bags checkup prior start to use.  
Supervise workers on completing their task as planned by a Section manager.  
Participating on a field inspection to determine weeds, disease, Pest for further decision.  
Attend irrigation training using liner movement, center pivot, Sprinkler installed at KSCL.

**EXTENSION OFFICER TRANEE                      July-August 2015**

**Changalawe village at Kilosa district**

Conducting meet inspection pre and post mortem before distributing to butcher.  
Conducting farmer field visit for consulting on crops Production.  
Preparing a field trial and demonstration plots for farmer training.  
Providing training on herbicide,pesticide and insecticide safety Precaution during application on crops.  
Conducting seminar concerning entrepreneurship among the Societies.  
providing education on a the use of improved seed for better Yield.

**3.RAMADHANI KULUNGE**

Manager at National Social Security Fund (NSSF)-Kidatu  
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Email:ramadhanikulunge@nssf.or.tz

**4.MARIO EMMANUEL MAKI**

Assistant Records Management.  
President Office Records and Archive  
Management Department.  
P.O.box2316,Swaswa road-Dodoma  
Mobile:0692593578/0652179970  
Email:mario.maki@nyaraka.go.tz

**EXTENSION OFFICER TRANEE                      February to March 2015**

**Chikago village at Kilombero district**

Conducting animals vaccination, treatment and castration

Taking records survey to all farmers cultivating legumes crops  
for district use.

Advising farmers on proper constructing animal houses.

Conducting seminar on advising farmer to join to construct

Furrow for cultivating irrigation rice.

## **EDUCATION HISTORY**

SOKOINE UNIVERSITY OF AGRICULTURE                      **2018-2021**

Bachelor of Information and Records Management

TANZANIA RESEARCH AND CAREER DEVELOPMENT INSTITUTE

Diploma in Agriculture General                      2015-2016

NATIONAL SUGAR INSTITUTE                      2013-2015

Certificate in Agriculture General

ISALAVANU SECONDARY SCHOOL                      2009-2012

Certificate of Secondary Examination

KIKOMBO PRIMARY SCHOOL                      2002-2008

Certificate of primary Examination

## **PROFESSIONAL TRAINNING**

**TANZANIA RESEARCH AND CAREER DEVELOPMENT INSTITUTE**

Project planning management

Agriculture development plan

Collection development plan

Computer training

**NATIONAL SUGAR INSTITUTE**

Computer training