

PERSONAL PARTICULARS

Name : **KALOKOLA FIDELIS**
Nationality : **Tanzanian**
Sex : **Male**
Home Address : **P.O. Box 45, Kinondoni, Dar es Salaam, Tanzania**
Mobile N. : **+255 (0) 75977399 / +255 (0) 627773966**
E – mail Address : **klfidelis97@gmail.com**

PERSONAL SUMMARY

Young ambitious graduate seeking to work with reputable organization to advance my knowledge and skills through continuous learning and coaching.

WORK EXPERINCE

Organization: MANAGEMENT AND DEVELOPMENT FOR HEALTH (MDH)– AFYA KWANZA PROJECT.

Duration: February, 2023 to July 2023.

Position: Verification Officer

Responsibilities:

- Updating/ validating beneficiaries personal information using ID, pictures, and phone numbers
- Biometric registration of MDH beneficiaries and staff using finger print
- Physical verification of beneficiaries at various health facilities in Dar es salaam, Tabora, Geita and Kagera region.
- Assist the Supervisor in compiling and review of data and report preparation.

Organization: BUKOBA DISTRICT COURT.

Duration: October, 2022 to January 2023.

Position: Legal Officer

Responsibilities:

- Writing judgement/Rulings
- Proof reading all document in court
- Writing Reports
- Drating legal opinion and advising

WORK EXPERINCE (CONTINUED)

Organization: KASHAI WARD.

Position: Ward Executive Officer Trainee. (July2022).

Responsibilities:

- Advasing and canseling.
- Guarding the panel and advising
- Performed any other duties as assigned by seniors.

Organization: MACHO ADVOCATES

Position: Legal Officer (April to May22).

Responsibilities:

- Drafting Document
- Advase and counseling client
- Guarding client.
- Carried out any other duties assigned by the supervisor.

EDUCATION AND QUALIFICATION

Name of University	: <u>St. Augustine University of Tanzania.</u>
Certification Level	: <u>Bachelor of Law.</u>
Duration	: <u>October, 2017 – November, 2021</u>

Name of School	: <u>Peace Secondary School</u>
Certification Level	: <u>Advanced Level (ACSE) certificate.</u>
Duration	: <u>2015 – 2017</u>

Name of school	: <u>Bukoba Lutheran Secondary School.</u>
Certification Level	: <u>Certificate of Secondary Education.</u>
Duration	: <u>2011 - 2014</u>

SKILLS

- Ability to handle multiple tasks
- Excellent Computer skills.
- Strong communication skills – speaking, reading and writing Swahili and English language.
- Sound experience to work under pressure and deadlines.
- Excellent verbal and written communications
- Leadership skills.

PERSONAL INTERESTS:

Community Involvement	Traveling
Sports	Learning new skills

REFEREES:

- CPA (T) Jackline Kato,
Compliance Officer,
Management and Development for Health (MDH),
P.O. Box 79810, Mwai Kibaki Road Mikocheni, Dar es salaam.
Cell: +255 765 448 557
E-mail: jkato@mdh.or.tz

- Mr. Devis Mzahura,
Lecturer,
St. Augustine University
P.O. Box 307,
Mwanza – Tanzania.
Cell: +255 0764634926
Email: davismzahura@gmail.com

- Mr Edward Kadiri,
Lecturer,
Faculty of Law – St. Augustine University,
P.O. Box 5, Mzumbe – Morogoro.
Cell: +255782536088