



# Mark Richard Kiwango

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**Date of birth:** 11/08/1989 | **Nationality:** Tanzanian | **Gender:** Male |

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## ABOUT ME

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A motivated and responsible real estate expert with seven years of experience. I am seeking opportunity on; Economy, Investment, Properties valuation, land management, property management, agency & analyst, Sales, Marketing and social sciences activities. An experienced and resourceful in communication, sales and negotiation and real estate skills, which has obtaining in past and current job.

He is using various tools to collect data like ODK and GPS as managing to create own online form tools to collect data by use smartphone or tablet. He is use digital network and market segmentation to sales various products, however He is willing to work any place national or globally.

## WORK EXPERIENCE

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01/09/2022 – 14/06/2023 Dar es salaam, Tanzania

### ADMINISTRATION & RECRUITMENT MANAGER DANVAST CAREER SEARCH

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1. Provides support coordination of recruitment, screening and initial contact of applicants, maintains general familiarity with immigration and re-certification process for international recruitment. Conduct virtual recruitment this include writing clear job descriptions and posting online, sourcing and screening potential candidates, communicating with the Manager and staff, reviewing job requirements, conducting interviews, assisting with on boarding.
2. As Recruitment consultants provide the suitable candidates to employers according to the specific job profile requested. We perform testing and interviewing with job seekers, shortlist few candidates to present to the employers and match candidates to appropriate jobs.
3. Management of daily activities of the companies

09/05/2022 – 09/08/2022 Mwanza, Tanzania

### DATA ENTRY AND CONVERSION CLERK MINISTRY OF LANDS, HOUSING AND HUMAN SETTLEMENTS DEVELOPMENT-

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#### Integrated Land management Information System (ILMIS)-Post Code Project

- Converted and index of record paper data into digital and migrated into the ILMIS database
- Resolved diagnosed and solve land record data related with system

**Department** Land Administration

05/08/2021 – 30/04/2022 Dar es salaam, Mara, Tanzania

### VALUATION OFFICER & PROJECT CORDIANTOR LAND MASTERS COMBINE LTD- VALUATION OF TANESCO ASSETS

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- Organized team members and provide a link with Project manager, government officials and managing Director;
- Undertook site inspection and collect all assets data as well as computing value for purpose of produce Valuation report;
- Conducting marketing and research by collect sales price of all assets like equipment's and furniture in Order to get value rate for purpose of produce valuation report.
- Asset codification, recorded into excel sheet and prepared fixed assets register and keeping data into Folder files.

- Prepare Fixed Asset Register both manual and electronic
- Prepare final Valuation report off all asset and submit to Chief Government Valuer for endorsement

01/04/2021 – 31/07/2021 Dar es salaam & Kagera, Tanzania

## **STAKEHOLDER ENGAGEMENT & TEAM LEADER EXTENT CORPORATE ADVISORY-ON EAST AFRICA CRUDE OIL PIPELINE (EACOP) PROJECT**

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- Prepare tender documents
- Land Acquisition
- Digital Data Collection in rural areas
- Proper Coordination on land issue
- Stakeholder engagement both national and local level, raise awareness on land ownership
- Planning and administrative Activities
- Observing entitlement briefing and Compensation agreement signing

01/11/2019 – 25/03/2021 Dar es salaam, Tanzania

## **MARKETING MANAGER DANVAST CAREER SEARCH**

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Managing, planning and administers marketing and distribution, Perform data analysis to understand targeted customers. Measure the effectiveness of multi-channel marketing campaigns including media, Online direct marketing; like social media. Assist in brand management strategy. Website writer and publishing by ensure SEO and increase website visits.

08/05/2018 – 30/10/2019 Kagera, Singida, Geita, Shinyanga, Tabora, Manyara, Dodoma, Tanga and Dar es salaam, Tanzania

## **VALUATION SURVEYOR & UNIT LEADER DIGBY WELLS CONSORTIUM, TANZANIA ON EAST AFRICA CRUDE OIL PROJECT (ECOP)**

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1. Maintaining interactions with society and clients by providing support in any inquiries, information, and guidance related to project. Conducting stakeholder engagement both national and local level.
2. Undertook site inspection and collect data, verification, report writing and disclosure of compensation schedule within the East Africa Crude Oil Pipeline areas;
3. Undertook office work of writing, checking, reviewing the documents for their accuracy for the purpose of produce valuation reports, compensation schedule and other reports;
4. Assisted in developing profession presentation as well as provide technical support and advice on valuation; researching the land value and buildings construction market.

10/2017 – 07/05/2018 Dar es salaam, Tanzania

## **DATA ENTRY AND CONVERSION CLERK NATIONAL INSTITUTE OF GEOGRAPHIC AND FOREST INFORMATION (IGN FI) PARIS -FRANCE**

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### **INTEGRATED LAND MANAGEMENT INFORMATION SYSTEM (ILMIS)**

- Converted and index of record paper data into digital and migrated into the ILMIS database
- Resolved diagnosed and solve land record data related with system

01/2017 – 03/2017 Kilimajaro & Dar es salaam, Tanzania

## **VALUATION OFFICER & TEAM LEADER LAND MASTERS COMBINE LTD**

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- Organized team members and provide a link with supervisor, government officials and managing Director;
- Undertook site inspection and collect all assets data as well as computing value for purpose of produce Valuation report;
- Conducting marketing and research by collect sales price of all assets like equipment's and furniture in Order to get value rate for purpose of produce valuation report.
- Asset codification, recorded into excel sheet and prepared fixed assets register and keeping data into Folder files.
- Prepare Fixed Asset Register both manual and electronic

1. Undertook mortgage valuation for different individuals or organization seeking loans from different financial institutions such as NBC, NMB, CRDB & TIB . Different occasions represented or undertook valuations on behalf of the mentioned Firms as their representative.
2. Land administration by facilitate certificate right of occupancy
3. Marketing real estate assets through market segmentation, also we advertisement methods like social Media and doing negotiations to ensure sales on time;
4. Real estate management by oversee maintenance, utilities bills, cleanness and related matters in the Properties.
5. providing extensive real estate support to internal and external stakeholders include due diligence, Assets valuation for various purpose including, purchases.
6. Undertaking site inspection and prepare valuation report for mortgage purpose, as received Instructions from customer's financial institutions.

## **EDUCATION AND TRAINING**

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11/2022 – CURRENT Dar es salaam, Tanzania

**FULLY REGISTERED VALUER (FRV)** Valuer Registration Board (VRB) Tanzania

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07/10/2012 – 03/12/2016 Dar es salaam, Tanzania

**BSC IN LAND MANAGEMENT AND VALUATION** Ardhi University

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**Field of study** Land management and Valuation, Real Estate, Property Management |

Tanzania

**CERTIFICATE OF PROVISIONAL REGISTERED VALUER (PRV)** Valuer Registration Board (VRB)  
Tanzania

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2019

**CERTIFICATE OF COMPLETION OF MANAGEMENT STRATEGIES FOR PEOPLE AND RESOURCES**  
Young African Leader Initiative (YALI)

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2019

**CERTIFICATE OF COMPLETION OF FUNDAMENTALS OF IMMIGRATION DETENTION**  
Humanitarian leadership Academy and UNHCR

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2019

**CERTIFICATE OF COMPLETION OF INTRODUCTION TO THE CORE HUMANITARIAN STANDARD**  
Humanitarian Leadership Academy

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2010 – 2012 Kilimanjaro, Tanzania

**ADVANCED CERTIFICATE OF SECONDARY EDUCATION** Lyamungo School

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## **LANGUAGE SKILLS**

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Mother tongue(s): **KISWAHILI | KICHAGGA**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C2	C2	C1	C1	C2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

## DIGITAL SKILLS

/marketing | SM Content Marketing | Microsoft Office | Social Media including Facebook, WhatsApp and Twitter | Experience in data collection tools (Kobo Toolbox, ODK) | Social Media | Real Estate | Written and Verbal skills | Microsoft PowerPoint | Microsoft Excel | Microsoft Word

## ADDITIONAL INFORMATION

### MANAGEMENT AND LEADERSHIP SKILLS

Relationship building

Innovation and creativity

Decision-making

Conflict management

### COMMUNICATION AND INTERPERSONAL SKILLS

Good communication skills gained through community meeting experience

Good command in build business relation and maintain it, as obtaining in personal business;

Good listener and communicator

### ORGANISATIONAL SKILLS

Good command of marketing and negotiations through network like social media and physical marketing;

Team-work oriented

### PUBLICATIONS

Implementation of Redevelopment Scheme in CBD of Dar es salaam: The case of Kariakoo – 2016

The contribution of informal real estate agents in Property market information flow – 2015

### PROJECTS

05/2018 – 10/2019

Social and Resettlement for the East Africa Crude Oil Pipeline (EACOP), Tanzania Section-valuation for Compensation

10/2017 – 05/2018

Integrated Land Management Information System (ILMIS)

Land Use Plan for Ngabobo Village Arusha National Park project under AWF

Valuation and coding for Financial Purpose of TANESCO Assets

### VOLUNTEERING

2016 – 2017 Dar es salaam

Co-author for writing Prayers and Novena Book Publish by Ardhi University Catholic Community, University of Dar es salaam Parish

2019 – 2020 UN Volunteers

**Online Mapping of Female Genital Mutilation (FGM)**

Kilimanjaro

**Liturgy leader to the Catholic Student Community**

## **HONOURS AND AWARDS**

25/10/2019

**Certificate of Recognition of participating and work on the East Africa Crude Oil Pipeline (EACOP) – Digby Wells Consortium**

2018

**Certificate of Employment (ILMIS) – IGN FI & Ministry of Lands Tanzania**

06/2016

**Appreciation for Active Participation – UDSM parish**

## **CONFERENCES AND SEMINARS**

08/2018

**Health Safety & Environmental for EACOP project**

07/2019 – Dar es Salaam

**Land Acquisition & Resettlement**

2017 – Ardhi University-Dar es salaam

**Remote Sensing and GIS**

## **HOBBIES AND INTERESTS**

**Volunteering**

**Blogging**

**Computing- use software**

**Edit video and Photograph**

## **CREATIVE WORKS**

**Sound recordings**

**Live video broadcasting**

**Edit Video and Photo**

**Create website, software for mobile and web**

## **NETWORKS AND MEMBERSHIPS**

2010 – 2012

**Anti-Corruption Club Membership**

**Member of AREPTA**

## **SOCIAL AND POLITICAL ACTIVITIES**

**Aid My Church**

**Assist With Voter Registration**

**Helper society who need help- elders, Children on the Centers**

**Member of CCM .**

## REFEREES

Dr. Merdad L Geho Managing Director and Fully Registered Valuer-

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Whiteknights Real Estate Investment Analyst Ltd- Email [mlgeho@gmail.com](mailto:mlgeho@gmail.com) Phone (+255) 768101010

Dr. Alfred Nchimbi Field Supervisor

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East Africa Crude Oil Pipeline Project- Email [nchimbialfred@yahoo.com](mailto:nchimbialfred@yahoo.com) Phone (+255) 754658731

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*I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications and me.*

05/10/2023



Mark Kiwango