**CURICURUM VITAE**

**PERSONAL PROFILE**

**Name:** KAPAMA ALEX JOHN

**Languages:** ENGLISH, SWAHILI, FRENCH (not fluent)

**Age**  26 Years

**Postal Address:** MWANZA



**Email:** kukubata666@gmail.com

**Cell:** +255(0) 684750977 OR +255 (0) 763802252

**PERSONAL STATEMENT**

A highly motivated legal personnel, able to provide a legal analytical support. Ambitiously looking forward to playing a great key role under the legal department as expected. Additionally, a youth Activist volunteering in several youth Non-Governmental Organization.

**EDUCATIONAL BACKGROUND**

|  |  |
| --- | --- |
| **Jan 2012 - Mar 2014**: | St. Augustine University of Tanzania |
|  | Bachelor of Law.(PROPSONED) |
| **2010 - 2012:** | St. Anthonys Secondary School-Mbagala |
|  | Certicate Of Advanced-level Education |
| **2006- 2009:** | St. Anthonys Secondary School- Mbagala |
|  | Certicate Of Ordinary-level Education |

**WORK EXPERIENCE**

**May 2015 - November 2015:**

Position: Personal driver

Organization: **BMG Tanzania Limited.**

**Role:**

* Transporting Director manager of the organization
* Delivery Driver responsibility.

**Nov 2015 - Oct 2016:**

Position: Secretary

Organization: **Public Cultural Youth Social Organization (PCYSO)**

**Role:**

* Ensuring meetings are effectively organized and miuted.
* Maintaining effective records and administration.
* Answering visitors’ enquiries about the company and its products/ services.
* Directing Visitors to their destinations, sorting and handling out mails, answering incoming callson multi-line telephones and setting appointments.

**PERSONAL ATTRIBUTES**

* Loyalty & Committed
* Honesty and integrity
* Balanced attitude to work and life
* Ability to deal with pressure
* Motivation & Adaptability

**EMPLOYABILITY SKILLS**

* Communication
* Team Work & Learning
* Problem solving
* Planning and organizing
* Self-management

**ADDITIONAL INFORMATION**

**Honors and awards:**

***Certificate of Completion of secondary school- Advanced level education at***

***Certificate of of completion of secondary school-Ordinary level education at St Anthonys secondary school, 2009***

***Best student Award in history and English language subject in over all students who were taking history and english combinations Advanced level at St Anthonys secondary school, 2012***

***Best leadership Award***

**REFEREES**

**Name: Mrs Adams Priscalia**

**Title : Manager**

**Organization: BMG TANZANIA LTD (Du Group)**

**Location: Nyamhongolo Industrial Area Mwanza**

Cell: + 255(0) 757 052104



**Name: Mr. Jackson Katabaro**

**Title : Human Resource Manager**

**Organization: Public Cultural Youth Social Organization (PCYSO)**

Cell : +255787403171



**Name: Mrs. Hilda Paul Ssenteza**

**Title: Superviser**

**Organization: SAUT Stationery and Secretary Services**

**Location: Lucherere Road(Malimbe) Mwanza Tanzania**

**Cell: +**255757443557