

# CURRICULUM VITAE

## PERSONAL DETAILS

Name: David Kalokola Prosenche  
Gender: Male  
Date of birth: 04<sup>th</sup> April 1999  
Marital status: Single  
Nationality: Tanzanian  
Nida: 19990404535330000122  
Address: P.O. Box 9193, Dar es salaam,  
Phone numbers: +255 (0)710380992  
+255 (0)624235742  
Email: [davidkalokola2@gmail.com](mailto:davidkalokola2@gmail.com)

Language proficiency: English, Swahili.

## PROFILE

I am dynamic and well-organized person, cooperative and able to work under minimum supervision, ready to accept challenges, advice and new ideas from my colleagues.

I am eager in contributing my professional and social skills in developing my career and a self-motivated skills and wider experience in Human Resource Management.

I am able to work as an integral part of a team with a very reliable trustworthy.

## SKILLS AND KNOWLEDGE

- ❖ Excellent communication in English, both writing and verbal.
- ❖ Leadership skills: Strong analytical skills, Management ability and Coordinating programs.
- ❖ Computer skills: Ability to use Microsoft word, Microsoft Excel and Power point.
- ❖ Communication skills: Listening, Feedback, Empathy, Conflicts management and Confidence
- ❖ Workplace Culture skills: Open communication, Mutual respect, Shared goals and Commitment to employee growth and development.
- ❖ Lead organizational development initiatives
- ❖ Strategic Thinking: Understand the purpose, gaining perspective, developing and clear plan, prioritizing activities, adjusting the pace and measuring performance.
- ❖ Recruitment and selection.
- ❖ Provide HR support and guidance to managers and employees
- ❖ Implement HR programs and initiatives

## ACADEMIC QUALIFICATIONS

YEAR	INSTITUTION	AWARD
2020-2023	MWALIMU NYERERE MEMORIAL ACADEMY	BACHEROL DEGREE IN HUMAN RESOURCDE MANAGEMENT
2020-2018	MWAKALELI SECONDARY SCHOOL	ADVANCED CERTIFICATE OF SECONDARY EDUCATION
2017-2014	HUMURA SECONDARY SCHOOL	CERTIFICATE OF SECONDARY EDUCATION
2013-2007	BYEYA PRIMARY SCHOOL	PRIMARY LEVEL EDUCATION CERTIFICATE

## WORK EXPERIENCE

YEAR	ORGANISATION	POSITION HELD	DUTIES
July 2022 to April 2024	National Arts Council NIC	Human Resource Assistant	<ul style="list-style-type: none"> <li>❖ Hiring and Recruitment</li> <li>❖ Creating job description and design</li> <li>❖ Partner with business leaders to understand and address HR needs</li> <li>❖ Develop and implement HR strategies that support business objectives</li> <li>❖ Provide guidance on HR policies, procedures, and best practices</li> <li>❖ Handle employee relations issues and investigations</li> <li>❖ Lead talent acquisition and retention efforts</li> <li>❖ Conduct performance reviews and provide coaching to managers.</li> <li>❖ Analyze HR metrics and trends to drive data-driven decisions.</li> <li>❖ Collaborate with cross-functional teams on HR projects and initiatives.</li> <li>❖ Planning and schedules.</li> <li>❖ Documenting rules and regulations</li> <li>❖ Performance management</li> <li>❖ Developing workplace atmosphere</li> </ul>

## **EXTRA CURRICULUM / HOBBIES**

- ❖ Reading books on leadership and organizational development.
- ❖ Attending industry conferences and networking events.
- ❖ Volunteering for HR-related causes or community service.
- ❖ Practicing mindfulness and meditation for personal well-being.
- ❖ Engaging in continuous learning through online courses or workshops.
- ❖ Participating in HR forums and discussion groups to stay updated on trends.

## REFEREES

**1. Hellen E. Kategile**

Human Resources Manager,  
Tanzania National Arts Council  
P.O. Box 477  
Dar es Salaam  
hellen.kategile@tbc.go.tz  
0755829764

**2. Rebeca Rukanda**

Human Resource Officer  
Tanzania National Arts Council  
P.O. Box 477,  
Dar es salaam, Tanzania.  
Phone: 0756308603  
Email; rebecarukanda@basata.go.tz

**3. Eng Elinathan Munuo**

Lecturer,  
Dar es Salaam institute of Technology  
P.O. Box 2958,  
Dar es salaam  
Phone: 0753632555  
Email: elmunuo@gmail.com



UNITED REPUBLIC OF TANZANIA  
MINISTRY OF CULTURE, ARTS AND SPORTS  
NATIONAL ARTS COUNCIL (NAC)



06 March, 2024

**TO WHOM IT MAY CONCERN**

**RE: DAVID KALOKOLA PROSENCE**

This is to certify that Mr. David Kalokola Prosenice had three months of practical training in our company from July, 2022 to September, 2022.

2. During his stay with us he took keen interest on his work and was a solution oriented. He coped very well his assignment and worked under difficult conditions to be able to deliver what was expected from him.

3. The management and staff would like to wish Mr. Prosenice success in his future and endeavors and they are confident that he will do well in whatever field he chooses.

Yours sincerely,

  
Philipo Mkemwa

**AG. ASSISTANT DIRECTOR HUMAN RESOURCE AND ADMINISTRATION**



# THE MWALIMU NYERERE MEMORIAL ACADEMY

(Accredited by the National Council for Technical Education)



## NATIONAL TECHNICAL AWARD (NTA)

*It is hereby certified that*  
*David K Prosence*

with registration No. MNMA/BD.HRM/4454/20

has been awarded a

*Bachelor Degree in Human Resource Management*  
with *Lower Second Class*

after having fulfilled all requirements for NTA Level 8

*Issued on Twenty Fourth day of November in the Year Two*  
*Thousand and Twenty Three*

Deputy Rector - Academic



Rector



BD.HRM 01165



# THE MWALIMU NYERERE MEMORIAL ACADEMY

Tel: +255 (22) 2820041  
Fax: +255 (0) 22 2152496  
Email: rector@mnma.ac.tz



P.O Box 9193  
Dar es Salaam  
TANZANIA  
www.mnma.ac.tz



## TRANSCRIPT OF EXAMINATION RESULTS

AWARD HOLDER: <i>David K Prosenze</i>	SEX: <i>M</i>	REGNO.: <i>MNMA/BD HRM/4454/20</i>
CITIZENSHIP: <i>Tanzanian</i>	ADDRESS: <i>P.O Box 9193,Dar es Salaam, TANZANIA</i>	
BIRTH DATE: <i>1999-04-04</i>	ADMITTED ON: <i>2020/2021</i>	COMPLETED: <i>24-11-2023</i>
CAMPUS: <i>Dar es Salaam</i>	DEPARTMENT: <i>Social Studies</i>	
NAME OF PROGRAMME: <i>Bachelor Degree in Human Resource Management</i>		
AWARDS LEVEL: <i>NTA LEVEL 8 (Programme Accredited by the National Council for Technical Education - NACTE)</i>		
SPONSOR: <i>PVT-HESLB</i>		

### FIRST YEAR 2020/2021 EXAMINATION RESULTS: SEMESTER ONE

Code	Module Name	Credits	Grade	Points	GPA
SSU 07102	Principles of Human Resource Management	14	B+	56	
SSU 07103	Business Mathematics and Statistics	9	B	27	
SSU 07104	Organization Behaviour	11	B+	44	
SSU 07105	Corporate Governance and Ethics	11	A	55	
ESU 07101	Computer Application	9	B	27	
EDU 07112	Communication Skills	10	C	20	
SSU 07106	Staffing and Employ Selection	13	B+	52	
Sub-total:		77		281	3.6

### FIRST YEAR 2020/2021 EXAMINATION RESULTS: SEMESTER TWO

Code	Module Name	Credits	Grade	Points	GPA
SSU 07207	Human Resource Information System	11	B+	44	
SSU 07209	Principles of Entrepreneurship	9	B	27	
SSU 07210	Reward System and Performance Management	13	B+	52	
SSU 07211	Principles of management	12	B	36	
SSU 07212	Public Relations	10	C	20	
SSU 07208	Principles of Business Finance	11	B+	44	
Sub-total:		66		223	3.3

### SECOND YEAR 2021/2022 EXAMINATION RESULTS: SEMESTER THREE

Code	Module Name	Credits	Grade	Points	GPA
SSU 07313	Leadership and Organizational Success	11	C	22	
SSU 07314	Managing Business Organizations	10	C	20	
SSU 07315	Principles of Economics	8	B+	32	
SSU 07316	Human Resource Planning	13	B+	52	
SSU 07317	Labour Laws	12	B	36	
SSU 07318	Principles of Good Governance	8	B	24	
Sub-total:		62		186	3.0

### SECOND YEAR 2021/2022 EXAMINATION RESULTS: SEMESTER FOUR

Code	Module Name	Credits	Grade	Points	GPA
SSU 07422	Labour Relations	13	C*	26	
SSU 07421	Research Methodology	10	B+	40	
SSU 07420	International Human Resource Management	10	B+	40	
SSU 07419	Gender Perspective in Management	14	B+	56	
SSU 07423	Field Practical Training	10	B+	40	
Sub-total:		57		202	3.5





### THIRD YEAR 2022/2023 EXAMINATION RESULTS: SEMESTER FIVE

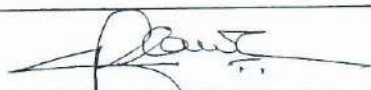
Code	Module Name	Credits	Grade	Points	GPA
SSU 08105	Principles of Administrative Law	9	A	45	
SSU 08102	Managing Groups Organizations	11	B	33	
SSU 08103	Interpersonal and Supervisory Skills	11	A	55	
SSU 08104	Corporate Strategic Management	12	B	36	
SSU 08106	Strategic Human Resource Management	12	B	36	
SSU 08101	Managing Organization Structure and Change	10	B+	40	
<b>Sub-total:</b>		<b>65</b>		<b>245</b>	<b>3.7</b>

### THIRD YEAR 2022/2023 EXAMINATION RESULTS: SEMESTER SIX

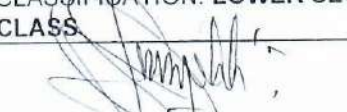
Code	Module Name	Credits	Grade	Points	GPA
SSU 08209	Conflict Management in Organizations	8	B	24	
SSU 08207	Supply Chain Management	11	B+	44	
SSU 08208	Risk Management	8	B	24	
SSU 08210	Training and Development	10	B	30	
SSU 08211	Staff Motivation	14	B	42	
SSU 08212	Research Project	11	B+	44	
<b>Sub-total:</b>		<b>62</b>		<b>208</b>	<b>3.3</b>

OVERALL GPA: 3.4

CLASSIFICATION: LOWER SECOND CLASS

  
Deputy Rector Academic

08.12.2023  
Date

  
Examination Officer

##### END OF TRANSCRIPT #####

### KEYS

- This Transcript will be valid if and only if it bears the Institution Seal
- Key for Course Units: ONE CREDIT IS EQUIVALENT TO 10 NOTIONAL HOURS.  
POINTS = GRADE POINTS MULTIPLIED BY NUMBER OF CREDITS.
- Key to the Grades and other symbols for Institution Examinations: SEE THE TABLE BELOW

Grade	A	B+	B	C	D	F	
Marks	70-100%	60-69%	50-59%	40-49%	35-39%	0-34%	
Grade Points	5	4	3	2	1	0	
Remarks	Excellent	Very Good	Good	Satisfactory	Poor	Failed	

- Key to classification of Awards: SEE THE TABLE BELOW

NTA 9		NTA 7-8		NTA 6		NTA 4-5	
Overall GPA	Class	Overall GPA	Class	Overall GPA	Class	Overall GPA	Class
4.4 - 5.0	FIRST CLASS	4.4 - 5.0	FIRST CLASS	4.4 - 5.0	FIRST CLASS	3.5 - 4.0	FIRST CLASS
3.5 - 4.3	SECOND CLASS	3.5 - 4.3	UPPER SECOND	3.5 - 4.3	UPPER SECOND	3.0 - 3.4	SECOND CLASS
3.0 - 3.4	PASS	2.7 - 3.4	LOWER SECOND	2.7 - 3.4	LOWER SECOND	2.0 - 2.9	PASS
		2.0 - 2.6	PASS	2.0 - 2.6	PASS		



# The National Examinations Council of Tanzania



## Advanced Certificate of Secondary Education

This is to certify that **DAVID K PROSENCE**

Index No. **S0417-0704**

sat for the Advanced Certificate of Secondary Education Examination

at **MWAKALELI SECONDARY SCHOOL**

in **JUNE 2020** and qualified for the award of an

**ADVANCED CERTIFICATE OF SECONDARY EDUCATION**

in Division **TWO**

after attaining the following performance:-

Subject

Grade

GENERAL STUDIES

D (PASS)

HISTORY

C (PASS)

GEOGRAPHY

C (PASS)

ENGLISH LANGUAGE

D (PASS)

\*\*\*\*\*



*[Signature]*

Chairperson



*[Signature]*

Executive Secretary



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# The National Examinations Council of Tanzania



## Certificate of Secondary Education

This is to certify that **DAVID K PROSENCE**

Index No. **S0841-0130**

sat for the Certificate of Secondary Education Examination

at **HUMURA SECONDARY SCHOOL**

in **NOVEMBER 2017** and qualified for the award of a

**CERTIFICATE OF SECONDARY EDUCATION**

in Division **THREE**

after attaining the following performance:-

Subject	Grade
CIVICS	D (PASS)
HISTORY	C (PASS)
GEOGRAPHY	C (PASS)
KISWAHILI	D (PASS)
ENGLISH LANGUAGE	C (PASS)
PHYSICS	D (PASS)
CHEMISTRY	D (PASS)
BIOLOGY	C (PASS)
BASIC MATHEMATICS	F (FAIL)

\*\*\*\*\*



Chairperson



Executive Secretary

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CS17 000227886



THE UNITED REPUBLIC OF TANZANIA  
CERTIFICATE OF BIRTH

C No: 1003219573

Entry No	Where Born	Child's Name	Sex	Father's Name	Father's Country of Birth	Mother's Name	Mother's Country of Birth	Birth Date	Registration Date	Registrar General
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
490095989931	AT HOME BUKOBA KAGERA	DAVID KALOKOLA PROSENCE	MALE	PROSENCE KASIGWA DOMICIAN	TANZANIA	SAVERA MIKANDALA JOHN	TANZANIA	04TH APRIL 1999	22ND JULY 2020	EMMY K. HUDSON

Certified under the Births and Deaths Registration Act (Cap 108 R. E. 2002) to be a true copy of an entry in the Registrar General's custody.

Dated this 14th August 2020



N.B: This Certificate is not proof of Citizenship