

VIVIAN DAVID MAKAO

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PERSONAL INFORMATION

Full Name: VIVIAN DAVID MAKAO.
Date of birth: 24th August 1992
Citizenship: Tanzanian
Marital Status: Single
Languages: English (Fluent), Swahili (Native)

PERSONAL PROFILE

A multi-skilled professional with good all-round Record Management, being capable with an ability to deal with Record Management functions and resourcing needs of an organization. Extensive knowledge of working practices, recruitment, pay, conditions of employment and diversity issues. I am seeking a suitable position with an ambitious organization like yours.

EDUCATION INFORMATION

PERIOD	INSTITUTION	AWARD
2013– 2015	Tanzania Public Service College	Diploma in Records Management.
2012 -2013	Tanzania Public Service College	Certificate in Records Management
2008– 2011	Bwawani Secondary School	Ordinary Certificate of Secondary Education.
2000 – 2006	Mtendeni Primary School	Certificate of Primary Education.

Good in Computer Skills. Good command of Microsoft office programs such as; Microsoft Word, Microsoft Excel, Microsoft PowerPoint and Internet explorers.

WORKING EXPERIENCE

Organization: Temeke Municipal under Ministry of Health.

Status: Volunteer as storekeeper in Covid 19 vaccination project

Duration: December 2022 – Present

Organization: Management and Development for Health (MDH) Tanzania.

Status: Data officer in Covid 19 records management department.

Duration: February 2022 - November 2022.

Organization: Kweka Company Limited.

Status: Company Secretary and Digital banking agent.

Duration: February 2018 - November 2021

Organization: Tanzania Broadcasting Corporation Status.

Status: Assistant Records Management Officer (Field Practical Student).

Duration: December 2014- January 2013

PERSONAL ATTRIBUTIES

- Possess proactive, be tenacious, self-motivated, with a strong work and keen to learn new technologies.
- Organized with a strong work ethic, good interpersonal and communication skills.
- Ability to work both independently and in a team and interact with all levels of internal and external contacts, colleagues and member of the public.

COURSES AND SEMINARS ATTENDED

- Certificate of Participation in the Tanzania Public Service College Career Fair and Expo.

KNOWLEDGE AND SKILLS

- Information Technology skills, in particular the MS Office package
- Governance and leadership
- Entrepreneurship and social enterprise
- Sport and arts for economic development.

REFEREES

Mr. John Semindu
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