

# CURRICULUM VITAE (CV)

**Gladys Dickson Siwa**

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## Current Address:

Dar es salaam, Tanzania

**Nationality:** Tanzanian

**Gender:** Female

**Date of birth:** 19<sup>th</sup> February 1998

P.O Box 2958 Dar es salaam.

## A. Career profile

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Organized, reliable and well trained Industrial Engineer successful at managing multiple priorities within a positive attitude. Willingness to take on added responsibilities to meet team goal. Reliable employee in any relating job position, Offering excellent communication and good judgement. I take personal initiatives towards any task and I am open to any new knowledge that may come my way. I believe and have confidence that with my abilities, I can cope up fast as am ready to learn within the existing field and do much better.

My key strengths are flexibility, good team member, self-motivated, interpersonal and presentational skills, outstanding verbal and written communication skills, hard worker and well-organized with excellent leadership abilities. These enable me to streamline my focus on being a value and purpose driven professional who will facilitate positive impacts for the benefit of the community and nation in general.

## B. Professional and academic qualification

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2023-on progress: Masters in Engineering in Sustainable Energy Engineering at Dar es salaam Institute of Technology (DIT)

2018-2021: Bachelor's Degree in Industrial Engineering Management at Mzumbe University.

2016-2018: Advanced Certificate of Secondary Education Examination (ACSEE) at St. Marie Eugenie Girls Secondary School.

2012-2015: Certificate of Secondary Education Examination (CSEE) at Precious Blood Girl's Secondary School.

## C. Working History

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**September 2022-October 2023: Worked as Operation intern at Raha Beverages Company (RABC).**

### Responsibilities/Areas covered:

- Evaluated engineering and production achievement on weekly basis and preparing report.
- Completed associated tracking and monitoring of line performance on daily basis and generating report.
- Ensured the Preparation weekly maintenance plan, capturing feedback and generating schedule for uncompleted tasks.
- Participated in alignment meetings and monitoring operational activities on daily basis.
- Application of problem-solving tools to solve machine related problems
- Maintained Engineering and production records and coordinating with operators and artisans.

- Keeping up progress charts and monitoring KPIs to track performance in Operations department.
- Preparing operations report on monthly basis
- Performed other related duties as assigned.

**August-November 2020: Worked as Technical Service Trainee (Field Practical Training) at Tanzania Breweries Limited (TBL), Arusha plant.**

**Responsibilities/Areas covered:**

- Received and forwarding all types of goods and deliveries to the correct storage area.
- Following all standards for issuing goods to users including use of bin card.
- Verifying and inspecting all goods arrived as per the agreed purchase order.
- Day to day check of the store to ensure good upkeep and hygiene and improvement where necessary.
- Ensured adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control.
- Conducting auditing of the store and preparation of 5s report.
- Performed other related duties as assigned.

**August-October 2019: Worked as Technical Service Trainee (Field Practical Training) at Tanzania Breweries Limited (TBL), Arusha plant.**

**Responsibilities/Areas covered:**

- Planned the required maintenance using the maintenance system and distribution of work orders.
- Capturing work order feedback and generating schedules for uncompleted tasks.
- Facility designs within the department.
- Keeping up progress charts and data tracking of machine performance.
- Application of problem-solving tools to solve machine related problems.
- Conducted clean and tag of plant workstations.
- Conducted audit in workstations, carrying out 5s and presenting the report
- Repairing equipment and performing routine maintenance
- Drawing and interpretation of simple engineering drawings.

## **D. Skills**

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**Language:** Fluent in English and Swahili

**Computer:** Knowledge in Microsoft Office application, MS Word, Excel, Power point, Internet .

**Competences and soft skills:**

In-depth Creative person, Industrial Engineering skills career management, Negotiation skills Customer service skills, marketing skills, Quality audit, Emotional intelligence, Research and strategies skills, decision making skills, ability to work independently, Document control, time management, partnership and networking, systematic, hard worker, Report building, organizing skills, Good interpersonal skills, self-motivated, analytical skills, presentation, verbal and written communication skills, leadership skills, organizer, Socialization at all, safety and environmental skills.

## **E. Personal interest/Abilities**

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**Socialization:** Interested in team activities and volunteering.

**Interests:** community services, being involved in charities, outdoor activities, participating in Discussion, Learning new advance Technology as well learning new things in general.

**Abilities:** To work with people of different cultures, status and age.  
To learn and adapt new techniques, technology and inventions  
To work under minimum supervision  
Ability to work hard on own initiative and as part of team.

#### **F. Referees**

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Eng. Simon Jospeph  
Maintenance controller  
Tanzania Breweries Limited, Arusha  
Mobile: +255754238643

Eng. Mfinanga  
Operation manager  
Raha Beverages Company (RABEC)  
Mobile: +255743073695  
E-mail: [mfinanga@rahabeverages.co.tz](mailto:mfinanga@rahabeverages.co.tz)

Innocent Cleopa  
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#### **DECLARATION:**

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