

# CURRICULUM VITAE

## Edson Makwilo Mtili

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### Current Address:

Ilala, Dar es salaam

Nationality: Tanzanian

Gender: Male

### A. Career profile

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Organized and Reliable candidate 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.

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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04<sup>th</sup>-15<sup>th</sup> 2009: Certificate of Driving All types of Buses and Trucks at VETA-Mwanza Campus

2005-2006: Certificate of Proficiency in System Management at Moshi Institute of Technology

2006-2006: Certificate of Driving at Kilimanjaro Driving School

1997-2000: Certificate of Secondary Education Examination at Ifakara Secondary School

### C. Work experience

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2020-To date: Works as Executive Driver at Growth Mindset Ltd for Minara Tanzania Limited.

#### Responsibilities:

- Operate vehicles as instructed, ensuring the secure and efficient transport of staff members and visitors.
- Facilitate the delivery of packages, correspondence, and other relevant materials to various offices and businesses as necessary.
- Undertake long-distance trips with/without staff as required.
- Complying with all road laws and regulations, as well as company policies.
- Keep the vehicle neat, clean and in optimal condition and ensure that all necessary documents are valuable.

- Maintain a comprehensive record of vehicle maintenance to ensure adherence to service schedules and to alert the supervisor and fleet team in advance when the vehicle is due for service and assistance to staff members and visitors.
- Document all tasks performed, fuel consumption, and fill out all necessary forms.
- Timely report and submit accounts of any accidents, incidents, and unusual occurrences.
- Follow the necessary procedures as dictated by rules and regulations if involved in an accident.
- Adhere strictly to all rules and regulations.
- Carry out any other duties as assigned by the supervisor.

#### **2018-2019: Worked as Driver at SMILES CAR RENTAL LTD**

##### **Responsibilities:**

- Operate vehicles as instructed, ensuring the secure and efficient transport of staff members and visitors.
- Facilitate the delivery of packages, correspondence, and other relevant materials to various offices and businesses as necessary.
- Undertake long-distance trips with/without staff as required.
- Complying with all road laws and regulations, as well as company policies.
- Conduct weekly checks and maintenance of the vehicle, which includes verifying oil, fuel, brakes, lights, windshield wipers, water levels, and tire pressures.

#### **2012-October 2015: Worked as Driver at EUROPCAR/DODSAL MINING**

##### **Responsibilities:**

- To drive all types of company's vehicles.
- To manage time for airport pickups and drop off.
- To make sure that the client is under good security always with good service.
- To assist client when required and report any incident on time.
- To perform any other duties assigned by the supervisor.

#### **2003-2008: Worked as Security Officer CUM Driver at G4S TANZANIA LTD**

##### **Responsibilities:**

- Map out driving routes ahead of time to determine the most expedient trip.
- Pick up clients from the place and at the time they've requested.
- Collect payments and issue receipts.
- Inspect and patrol premises regularly.
- Monitor property entrance.

- Authorize entrance of people and vehicles.
- Report any suspicious behaviors and happenings.

#### D: COURSES ATTENDED:

DefensiveDrivingTraining-ConductedbyGlobalSolutionsInternational/EUROPCAR

Advanced 4x4 Driving course conducted by Toyota Tanzania Limited

#### E. Skills

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**Language:** Fluent in English and Swahili

**Computer:** Knowledge in Microsoft Office application, MS Word, Excel, Power point, Internet as well as Accounting Package (Quick Book).

#### Competences and soft skills:

In-depth Creative person, efficient, systematic, hard worker, enthusiastic learner, team player, Good interpersonal skills, self-motivated, analytical skills, presentation, verbal and written communication skills, Driving skills leadership skills, organizer, Socialization at all, Health, safety and environmental skills.

#### F. Personal interest

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

**Hobbies:** Sports activities, reading books and articles, Participating in Discussion, Learning new advance Technology as well learning new things in general.

#### G. References

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