

CURRICULUM VITAE (CV)

BAHATI ELIAS MHAGAMA

Mkunguni "A" Hananasif- Kinondoni - Dar es Salaam. Phone:

+255 (0) 766 603 835

Nationality – Tanzanian

Date of Birth – 18th November 1995

Marital Status – married

Gender – Female

E – Mail: bahatimhagama5@gmail.com

I have an experience working with people of diverse background, I am a self-motivated person, result oriented, hands on individual, passionate working in a team.

CAREER OBJECTIVE:

To improve my competence so that to become a useful resources in achieving both personal and organizational goals.

EDUCATION BACKGROUND:

INSTITUTION (SCHOOL):	CERTIFICATE,	GRADUATION YEAR:
University of Dar es salaam (UDSM)	Bachelor degree of education in Psychology	2018
Mtwara Girls Secondary School	Advanced Certificate of Secondary Education (ACSE)	2015
Mazwi Secondary School -	Certificate of Secondary Education (CSE)	2012
Jangwani Primary School - Kilimanjaro	Certificate of Primary Education	2008

SKILLS:

- Ability to manage multiple tasks, project and assignment simultaneously.
- **Excellent communication skills**
- **Organizational skills**
- **Interpersonal skills**
- **Computer Skill :** Microsoft Office applications,

- Language Skill

Swahili - (Native) Oral and writing.

English - (Advanced proficiency) Oral and writing.

WORKING EXPERIENCE:

❖ **2019 - MSICHANA INITIATIVE, Dar es salaam.**

- **Position :**

Social Worker Volunteering
duties

Coordinate and manage school clubs

❖ **2019 - 2022 – CEYLEX ENGINEERING, Dar es salaam.**

- **Position :**

House keeper

Duties

Hands on experience and Supervised daily operations of the housekeeping department, ensuring high standards of cleanliness.

- Managed training of housekeepers, including scheduling, training, and performance evaluations, fostering a positive working environment.

- Developed and implemented cleaning schedules and protocols to optimize efficiency and maintain quality control.

- Coordinated and organized event

- Inventory management, including ordering and stocking of cleaning supplies and equipment.

- Handled complaints and resolved issues related to housekeeping in a timely and professional manner.

- Trained new staff on cleaning procedures, safety protocols, and use of equipment to uphold company standards.

- Maintained accurate records of cleaning assignments, inventory, and staff performance for reporting purposes.

HOBBIES

❖ I enjoy travelling, exploring new cultures and experiencing new environment, Playing and reading book.

REFEREES:

1. Ellen Buhiye

Engineering: Assistant Country Manager

Ceylex Engineering

Dar es salaam

Mobile: +255 (0) 684667211

2. Lightness Njau

Program coordinator
Msichana Initiative
Kinondoni, Dar es salaam
Mobile: +255 (0)756 891534

DECLARATION:

I kindly declare that to the best of my knowledge, the information contained herein, is true and correct.