**CURRICULUM VITAE**

**PERSONAL**

First Name**: FABIOLA** Middle name: **RAIS** Surname: **MAPUNDA**

Birth Date: **03/10/1998** Region of birth: **RUVUMA** District: **MBINGA**

Citizenship: TANZANIANCountry of Residence: **TANZANIA** Country of birth: **TANZANIA**

Gender: **FEMALE** Marital status: **SINGLE** Religion**: CHRISTIAN**

|  |  |  |
| --- | --- | --- |
| **LANGUAGE** |  |  |
|  |  |
| **Language** | **Read** | **Write** | **Speak** | **Understand** |
| English | Excellent | Excellent | Excellent | Excellent |
| Swahili | Excellent | Excellent | Excellent | Excellent |

**CONTACT**

|  |  |  |  |
| --- | --- | --- | --- |
| **Contact Type** |  | **Mobile** | **Email** |
| **Personal** | **+255746966164**  | **fabiolamapunda63@gmail.com** |

**EDUCATION BACKGROUND**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EDUCATION LEVEL** | **NAME OF UNIVERSITY/SCHOOL** | **FROM** | **TO** | **CERTIFICATE AWARDS** |
| **A- LEVEL** | AGUSTIVO HIGH SCHOOL  | 2017 | 2019 | CERTIFICATE OF ADVANCED LEVEL EDUCATION |
| **SECONDARY SCHOOL** | HAGATI SECONDARY SCHOOL | 2012 | 2015 | CERTIFICATE OF SECONDARY EDUCATION |
| **PRIMARY EDUCATION** | MAPERA PRIMARY SCHOOL | 2005 | 2011 | CERTIFICATE OF PRIMARY EDUCATION |

LEADERSHIP EXPERIENCE

* General Secretary at **AGUSTIVO HIGH SCHOOL**

**CARRIER OBJECTION**

* To contribute toward socio-economic development of my country, Tanzania and the world at large.
* To develop and promote creativity and high order thinking skills those increase the performance.
* To competent to my profession.
* To be able to work with different people from different fields and always as a solutions provider.

**WORKING EXPERIENCE**

* From 2020 Up to 2022 , Cashier at Wahenga Aluminum Ltd- kinyerezi ,Dar es salaam
* 2022 UP 2 to 2023, Receptionist at Vintage International Ltd-Masaki, Dar es salaam
* 2023 up to 2024 housekeeper at Mtongani

# DUTIES PERFORMED

* Answers phone calls
* Guiding guest.
* Handle client complaint
* Uses cash register to process sales by scanning items and totaling purchases
* Keeping property clean, laundry, making beds, , reporting maintenance and customer service

**KNOWLEDGE ESSENTIAL SKILLS AND PERSONAL ATTRIBUTES**

* Knowledge in Microsoft word, Microsoft power point, And Microsoft excel.
* Team working
* Timely Reporting
* Accountability Under minimum supervision
* Accepts challenges and advices
* Hard worker with excellent Interpersonal Skills
* Excellence written and Verbal communication skills in both English and Swahili.

# HOBBIES

* Swimming
* Reading inspirational books.
* Play netball

**REFEREES**

MS. CANDYSTICA AUGASTINE.

EXECUTIVE ASSISTSNT

BAKHRESA FOOD PRODUCT LTD

DAR ES SALAAM

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Ms. VICTORIA RAIS

TEACHER

MUUNGANO PRIMARY SCHOOL

Mobile: +255769084732