**Neema Alex Kipyali |** Curriculum Vitae

 Dar es Salaam, Tanzania

+255 764 138 779, alexneema869@gmail.com **Summary**

Seeking challenging opportunities where I can fully use my skills and abilities for the success of the organization and enhancing my skills and capabilities in an organization which recognizes the value of hard work and trust me with responsibilities and challenges. All I strive is growth, being better in each and every possible way. I take every opportunity to learn people and situation.

# Academic Qualification

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| **Bachelor of Education in Psychology**  | **Dar es Salaam, Tanzania** |
|  *University**of Dar Es Salaam* | *November2017-July**2020* |
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| **Advanced Certificate of Secondary Education (ACSE)(HGE)** | **Mbeya** |
| *Usongwe Secondary School* | *2015-2017* |
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| **Certificate of Secondary Education (CSEE)***Kiwanja cha ndege Secondary School* | **Dodoma***2011-2014* |
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# Skills

* Ability to work independently and in team structures.
* Ability to plan, organizes, prioritize, and manage complex and delicate tasks.
* Microsoft word, Microsoft excel, analytical skills, communication skills, leadership skills, Time Management, Reporting skills, Ability to learn, good understanding on QuickBooks.
* The ability to prioritize work in teams and fast adaptation to new working conditions.

# Working Experience

## Brac Maendeleo Morogoro

Program Assistant social empowerment  *September 2022 - Present*

**Responsibilities:**

* Lead the AIM program inception activities including community mobilization and participants selection, mapping and establishing social empowerment linkages.
* Organize and facilitate social empowerment training for participants, provide support to connect program participants with broader linkage services.
* Attend monthly coordination meetings organized at the branch level and provide updates and reports of field activities
* Lead a cross functional team of three mentors and more than 300 participants of the program by fostered a collaborative and inclusive team environment, encouraging open communication and resolving conflicts promptly.
* Mentored junior team members in copying with the organization by providing regular feedback and guidance that helped them develop critical technical and soft skills.

# Volunteering

## Makole Hospital Dodoma

Counselor – VCT and CTC departments *December 2020 – November 2021*

**Responsibilities**

* Recorded and processed data to ensure all clients information captured accurately, analyzed properly and stored securely
* Provided emotional support by offering compassionate, and non-judgmental support to individual who are HIV-positive, those who suspect they might be, or those affected by HIV in other ways such as family members.
* Provided pre-and post- counselling session, which was before and after HIV testing by explaining the process, potential outcomes and offering emotional support regardless of the result.
* Educated clients about HIV prevention, transmission, and treatment. This included promoting safe sex practices, importance of regular testing and available treatment options.
* Ensured that all client’s information is kept confidential, in accordance with legal and ethical guidelines. This includes medical histories, test results, and personal details.

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| University of Dar es salaam psychology students’ association (UDPSA) | **Dar es Salaam**November *2017 - July 2020*  |

**Responsibilities**

* Worked with UDPSA members in planning and implementing different program within the university and community.
* Attended several meeting and events in helping community members with different psychosocial problem.

# Referees

Jason Sospeter Ntoke

## Position: Sales Manager

**Institution:** Ansell

**Email:** jasonntoke@gmail.com;

## Phone: +255 744 069 317

George S Matiko

## Position: Medical Doctor

**Institution:** Makole Hospital

**Email:** georgestephen359@gmail.com

## Phone: +255 783 336 545

Mwajuma Jafary

## Position: Branch Manager

**Institution:** Brac Maendeleo

**Email:** Jafary.mwajuma@brac.co.or.tz;

## Phone: +255 745 872 951