

CURRICULUM VITAE(CV)

PART 1: PERSONAL DETAILS

SURNAME SAWENGE

FIRST NAME NEEMA

MIDDLE NAME WILLIAM

DATE OF BIRTH 28/05/1994

PLACE OF BIRTH MWANZA

PLACE OF DOMICILE DODOMA

MARITAL STATUS SINGLE

CITIZENSHIP TANZANIAN

ADDRESS P.O BOX 259

MOBILE 0652255607

EMAIL nsawenge@gmail.com

PART 2: EDUCATION BACKGROUND

Duration	Institute	Qualification	Award
2018-2021	Tanzania Institute Of Accountancy	Bachelor Degree in Human Resource Management	Bachelor Degree
2014-2017	Tanzania Public Service College(TPSC)	Diploma in Record Management	Diploma
2013-2014	Tanzania Public Service College(TPSC)	Certificate in Record Management	Certificate
2009-2012	Merriwa Secondary School	Ordinary level(C SE)	Certificate

PART 3: WORKING EXPERIENCE

Duration	Description of duties performance
July 2016 (field)	I worked at ministry of work as record officer (field work)
July 2014 (field)	I worked at Tanganyika National Centre Library as Records manager(Field work)
June 2022	loan officer at ASA microfinance company

PART 4: LANGUAGE

	Reading	Writing	Speaking
Swahili	Excellent	Excellent	Excellent
English	Very good	Very good	Very good

PART 5: PERSONALITIES AND QUALITIES

1. Highly motivated and self driven individual
2. A good team player prepared to assume responsibilities
3. Have ability to organize activities and work in multi-cultural environment
4. Excellent organization skills and ability to manage multiple priorities

PART 6: SKILLS AND TECHNICAL KNOWLEDGE

1. Strong, interpersonal and analytical skills
2. Creative, good communication skills, leadership and team work
3. Computer literacy(competence in MS word, MS excel and MS power point)

PART 7: PERSONAL PROFILE

I'm a qualified Human Resource Manager by profession, who enjoys being a part of some organisations and institutions to serve the community and production of quality services to the organization. I am quick to grasp new ideas and concepts, I am highly self-motivated, cooperative person and a young energetic person. However, I possess strong ability to perform duties effectively and efficiently under minimum supervision.

PART 8: REFFEREES

NAME	TITTLE	INSTITUTION	ADDRESS
DOI KUBONA MASHINIA	EDUCATION OFFICER	IFUNDA GIRLS SECONDARY SCHOOL	0676334505 doimashinia@gmail.com
REMMY D CHUMA	ASSISTANT LECTURER	TANZANIA INSTITUTE OF ACCOUNTANCY	0719233656 Rechud2013@yahoo.com
KENANI MWAKANEMELA	LECTURER	TANZANIA INSTITUTE OF ACCOUNTANCY	0742883053 goldenjji@yahoo.com