

## CURRICULUM VITAE (CV)

### PERSON INFORMATION

<b>Name</b>	Njemvile Walwithiho Mwashuya
<b>Gender</b>	Female
<b>Date of birth</b>	12 <sup>nd</sup> August 1997
<b>Place of birth</b>	Dar es salaam
<b>Marital status</b>	Single
<b>Language known</b>	Swahili, English
<b>Nationality</b>	Tanzanian
<b>National ID</b>	19970812411070000316
<b>Current Address</b>	Dar es salaam
<b>Phone</b>	+255625294204/+255718096407
<b>Email</b>	<a href="mailto:mwashuyanjemvile@gmail.com">mwashuyanjemvile@gmail.com</a>

### EDUCATION BACKGROUND

YEAR	INSTITUTION	AWARD
2021 – 2024	Institute of Social Work Dar es salaam	Bachelor in Labor Relation and Public Nanang
2018 – 2020	University of Dodoma Dodoma	Diploma in Film Production
2016 – 2018	Merriwa Secondary School Dar es salaam	Advanced Certificate of Secondary School Education (ACSEE)
2011 – 2014	Jitegemee Secondary School Dar es salaam	Ordinary Certificate of Secondary Education (CSEE)
2004 – 2010	St. Mary's International School Dar es salaam	Certificate Of Primary School Education

**WORK EXPERIENCE**

<b>1.Address</b>	Dar es salaam
<b>Company</b>	CRDB PLC
<b>Designation</b>	Human Resource officer (Field Practical Training)
<b>Duration</b>	2023
<b>Duties</b>	<ul style="list-style-type: none"><li>➤ Supporting employee relations activities and address daily HR queries or matters.</li><li>➤ Maintaining employee records and update HR database</li><li>➤ Assisting the employee relations manager with the disciplinary process of the bank.</li></ul>
<b>2.Address</b>	Dar es salaam
<b>Company</b>	The Media Next Level Production
<b>Designation</b>	Film Producer (Internship)
<b>Duration</b>	2019
<b>Duties</b>	<ul style="list-style-type: none"><li>➤ Assisting in all video production</li><li>➤ Making sure that costumes and makeup are in right place.</li><li>➤ Providing right lens accordingly</li></ul>
<b>3. Address</b>	Dar es salaam
<b>Company</b>	Pamoja Production Team (PPT)
<b>Designation</b>	Video Producer (Intern Ship)
<b>Duration</b>	2018
<b>Duties</b>	<ul style="list-style-type: none"><li>➤ Editing</li><li>➤ Translating and interpreting both verbal and</li></ul>

	<ul style="list-style-type: none"> <li>➤ Written messages from Swahili language to English language.</li> <li>➤ Making sure light and sound are clear.</li> <li>➤ Making sure that costumes and makeup are in Right place.</li> </ul>
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### SKILLS

Conflict resolution, Negotiation skills & Crisis management

Media relations, Public speaking & Organizational communication

Employee relations, Stakeholder engagement & Strategic planning

Brand management, Cinematography & Scriptwriting

### PROFILE AND ATTRIBUTE

High level of integrity, honest and sense responsibility.

Able to work as a team and with own initiatives.

Ability to handle pressure when and where necessary in order to achieve visible result

Dedicate to maintain high quality standard of work and secrecy.

### HOBBIES

Traveling

Swimming

Watching movies

### REFEREES

Name	Contact details	Position
Matungwa Babyegeya	Phone: +22754959579 Email: <a href="mailto:Matungwababyegeya@gmail.co.tz">Matungwababyegeya@gmail.co.tz</a> Dar es salaam	Head of Human Resource CRDB PLC
Suzan Mwaka	Phone: +255766470763 Email: <a href="mailto:sjmwaka@gmail.com">sjmwaka@gmail.com</a> Dar es salaam	Office Administrator FHI360
Nestory Kitashu	Phone: +255755171410 Email: <a href="mailto:Kitashun@yahoo.com">Kitashun@yahoo.com</a> Dar es salaam	Production Manager Pamoja Production Team

### DECLARATION

I, Njemvile Walwithiho Mwashuya declare that the information given is true to my best knowledge.