

MWANAIKI KIONDO MJEMA

Dar Es Salaam, Kinondoni, Mobile: +255 682 795 136

Email: mwanaidmjema20@gmail.com

A dedicated and analytical sociologist with over 3 years of experience in social research, data analysis, and community engagement. Proven ability to conduct qualitative and quantitative research to inform policy decisions and improve social programs. Strong background in community development and engagement, social inequality, and public health issues. Committed to applying sociological theories and methodologies to address contemporary societal challenges.

PROFESSIONAL EXPERIENCE

Office Secretary | BMS Group - Skypalm | February 2024 – March 2025

- Handling incoming calls, emails, and correspondence, directing them to appropriate personnel, and responding to inquiries as needed.
- Coordinate and schedule meetings, appointments, and travel arrangements for team members.
- Handling incoming calls, emails, and correspondence, directing them to appropriate personnel, and responding to inquiries as needed.
- Support project management activities by tracking deadlines, milestones, and deliverables.
- Assisting in the planning and executing of company events, meetings, and conferences.
- Handle confidential and sensitive information with discretion and professionalism.
- Ensuring the confidentiality and security of files and filing systems.
- And any other duties duly assigned or instructed by the manager or any authority of the company.

Social Welfare Officer | Arusha City – Community Development Centre | August - October 2023 - Intern

- To conduct interviews for those served (people with disabilities, the elderly, families with problems, as well as children and young people with various problems).
- To receive and collect social welfare information from stakeholders and various social welfare centers.
- To receive and collect statistics regarding the services of people with disabilities, the elderly, care of children and families with problems.
- Provide guidance and support to Children on Psychosocial Support, recreational activities, and other child protection activities.
- Plan, Coordinate, and monitor community awareness-raising interventions on child protection issues.
- Report any violation, abuse, neglect, and exploitation against children.
- Participate in teaching at health / social welfare training institutions within the district.
- Prepare and submit daily detailed update reports with relevant data based on the responsibilities mentioned.

SKILLS

- Leadership Skills
- Social Perceptiveness
- Analytical Skills
- Interpersonal Communication
- Instructing
- Planning & organization

EDUCATION

2021 – 2024 University of Dar Es Salaam(UDSM)

Bachelor of Arts in Sociology

2019 - 2021 Alfa gems Secondary School

Advanced Certificate of Secondary Education
Examination (ACSEE)

2015 - 2018 Sinon Secondary School

Certificate of Secondary Education (CSEE)

REFERENCES

Ms. Martha George

Social Principal Officer

Arusha Community Development Center

P.O. Box 3050 Arusha

Mobile: +255 655154154

marthageorge64@gmail.com

Dr. Kisiaya Saruni Mwasuni

Faculty Lecturer

University of Dar Es Salaam

P.O. Box 35091, Dar es salaam

Mobile: +255 766 344 497

kisiaya.mwasuni@udsm.ac.tz

Ms. Innocencia Laizer Bondo

Human Resource Manager

BMS Group Company

P.O. Box 77534, Dar Es Salaam

Mobile: +255 755899619

innocencialaizer@gmail.com