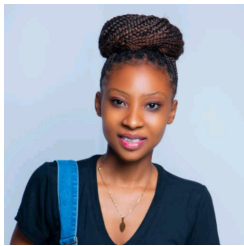


CONTACT



FLORA JOHNBOSCO MWAYA

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OBJECTIVE

Objective: Dedicated ICT Officer with over 3 years of experience in implementing efficient IT solutions and providing comprehensive technical support. Seeking to leverage my skills in network management, system administration, and user support to enhance IT operations at your Company. Committed to driving technology initiatives that optimize performance and improve service delivery while ensuring secure and reliable systems for end-users.

EXPERIENCE

2019 - 2019

- **INFORMATION TECHNOLOGY TEACHER (FIELD STAFF)**  
MTWARA SISTERS SECONDARY SCHOOL
  - Plan Lessons According to Curriculum Standards.
  - Perform Regular Hardware and Software Updates on Classroom IT Devices
  - Monitor Student Progress Through Adminstrating Assignments, Quizzes, and Tests.
  - Keep Track of Student Grades
  - Tracking and communicating students' advancement throughout the course

January, 2022 -  
March, 2022

- **INFORMATION TECHNOLOGY(INTERN)**  
IRUWASA IRINGA MUNICIPAL
  - Assessing the technical requirements of the system and drawing bills of quantity(BOQs) where necessary
  - Ensuring smooth operations of the Information Technology system and the quality assurance of the service provided
  - Taking care of the maintenance of the IT systems;
  - Ensuring that there is adequate capacity built for the operations and management of the information system and infrastructure
  - Any other duties as may be assigned from time to time.

January, 2023 -  
January, 2024

- **MARKETING OFFICER**  
AZD MINERALS COMPANY LTD
  - Develop and implement effective marketing strategies and campaigns
  - Monitor market trends and analyze consumer behavior to identify opportunities for growth
  - Manage and optimize digital marketing efforts across various platforms
  - Collaborate with sales and product teams to ensure cohesive messaging
  - Create and oversee content for social media, blog posts, and email campaigns
  - Conduct market research and competitive analysis to inform strategic decisions
  - Measure and report on the performance of marketing campaigns, adjusting strategies as necessary

February, 2024 -  
January, 2025

- **IT OFFICER**  
SOFTLINK COMPANY LTD
  - Design, implement, and manage ICT infrastructure and systems.
  - Monitor system performance and troubleshoot issues to ensure optimal operation.
  - Collaborate with team members to support the development and deployment of IT projects.
  - Provide technical support and training to staff and end-users as needed.

- Evaluate and recommend hardware and software solutions that align with organizational goals.
- Stay updated on the latest technology trends and incorporate them into existing systems as appropriate.
- Document processes, procedures, and technical specifications for future reference

## EDUCATION

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- |           |   |
|-----------|---|
| 2018-2021 | <ul style="list-style-type: none"><li>• <b>ST. Thomas intitute of management and technology</b><br/>Information Technology (IT)</li></ul> |
| 2010-2013 | <ul style="list-style-type: none"><li>• <b>Kagrielo Secondary School</b><br/>Secondary Education</li></ul>                                |
| 2003-2009 | <ul style="list-style-type: none"><li>• <b>Mkwaju Primary School</b><br/>Primary Education</li></ul>                                      |

## SKILLS

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- Organization
- Analytical Abilities
- Creativity
- Project Management
- Communication
- Perseverance
- Problem Solving
- Resourcefulness

## INTERESTS AND HOBBIES

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- Community involvement
- Intellectual pursuits
- Multicultural interests
- Creative activities

## LANGUAGES

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- English
- Swahili

## EXTRA KNOWLEDGE

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- Microsoft Word
- Microsoft Office
- Microsoft Excel

## REFERENCE

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- **ROBERT KAMBONA - AZD MINERALS COMPANY LTD**  
ACCOUNTANT  
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- **NICKSON HATIA - JWTZ FORCE**  
SOLDIER  
+255683733836
- **JOHN BOSCO MWAYA - MBESA HOSPITAL**  
ADMINSTRATOR  
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