

## CURRICULUM VITAE

### 1. Personal Particulars

Full Name	MAUA MARCUS NGWILA
Age	23 Years Old
Date of Birth	23 <sup>rd</sup> January 2002
Place of Birth	Morogoro (Tanzania)
Sex	Female
Marital Status	Single
Languages	English and Kiswahili

### Contacts

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Post code	16103

### 2. Academic Profile:

Name of Institution	Duration	Award Received
Institute of rural development planning	2021-2024	Bachelor Degree in Human Resources Management
Kigurunyembe Secondary School centre.	2019 –2021	Advance Certificate of Secondary Education Examination (ACSEE)
Alfagems Secondary School	2015 –2018	Certificate of Secondary Education Examination (CSEE)
Mzumbe Primary School	2008-2014	Certificate of completion of primary Education.

### 3. Personal Qualities:

- Teamwork, Flexibility and willing to learn.

### 4. Knowledge, Skills and Ability

- Knowledge in using computer with the following software programs: Microsoft word , Microsoft excel, Microsoft power point, Microsoft SPSS, and computer internet, information management system including (e. government, e. business,)
- Good public speaking and works with clients of all backgrounds.
- Ability to work individual and minimum supervision.
- Project proposal writing skills and research skills.
- Consulting and advisory issues.
- Disaster and risk management.
- Teamwork and leadership ability.
- Ability to work with confidential information.
- Meticulous attention to detail and problem solving.
- Knowledge of labor laws and employee relations.
- Commercial awareness.
- Strong communication, interpersonal and negotiation skills.
- Strong organizational and time management skills.
- Prepare and facilitate implementation of succession plan.
- Strong organizational, planning and time management skills with ability to oversee multiple task.
- Customer experiences.

## 5. Experiences

S/N	Institution	Activity	Time
1.	Lumac Tanzania	<b>Sales representative officer</b> Responsible of promote and sale construction materials and services to clients including constructors, developers and property owners, prepare and present quotations, proposals and product information to prospective customers.	1 YEAR
2.	Mbise cosmetics - Dodoma	<b>Sales representative officer</b> Promote and sold beauty and skincare products to both retail customers and beauty professionals, advise customers on product selection based on skin types, beauty needs and current trend.	1 YEAR
3	Flexi cash mkopo	<b>Customer representative:</b> Handle customer complaints and other issues. Ensure all phones are answered within a few rings.	1 YEAR
4.	Jacaranda hardware	<b>Cashier;</b> Directly interacting with customers on the sales floor, assisting them with product selection, answering questions, maintain merchandise displays and ensuring a positive customer experience while meeting sales targets.	1 YEAR

## 6. Hobby

- Meditation and reading books.

## 7. Referees:

1. **Mr. KEVIN NGATUNGA,**  
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3. **Dr. BERLING M. SOSPETER,**  
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