**CURRICULUM VITAE**

First Name: VIALLI

Middle Name: OSCAR

Last Name: RUGAITIKA

Date of Birth: 21 August 1998

Marital Status: Single

Nationality: Tanzanian

Contact: +255 618 213 924

: +255 762 200 362

: +255 789 613 924

**EDUCATION**

2005-2011 Standard 1 to Standard 7 Ubungo Kibangu Primary School

2012-2015 Form 1 to Form 4 Ubungo Modern Secondary School

2017-2019 College Kilimanjaro Institute of Technology Management (Information Technology I.T)

2018-2019 VETA (stage1-3) Kilimanjaro institute under VETA

**WORK EXPERIENCE**

In 2019 it was **KILIMANJARO INSTITUTE AND TECHNOLOGY MANAGEMENT (KITM)** Lecture of Computer Course for field for 3 Months.

**RESPONSIBILITY**

**1. Instruction and Facilitation Prepare teaching materials:**

Develop slides, readings, videos, and other resources to support learning. Deliver lectures and demonstrations: Teach concepts clearly, using a variety of teaching methods. Engage students: Encourage questions, discussions, and participation in the course activities.

**2. Assessment and Feedback Develop assessments:**

Create quizzes, assignments, projects, and exams that measure students' understanding and progress. Provide timely feedback: Offer constructive feedback on assignments and tests to help students improve.

**3. Technology Integration Use educational tools:**

Leverage software and platforms that support learning, such as coding environments, simulation tools, or collaboration platforms. Stay updated on trends: Keep up with emerging technologies and practices in your field, and integrate them into the course.

**4. Student Support Offer guidance:**

Be available to answer questions, clarify concepts, and provide additional resources. Identify struggling students: Offer extra support or resources for those who may need help catching up.

In August 2021- August 2022 **DATAHOUSE** in the Exim Bank project, Document Checker

**RESPONSIBILITY**

**Data Management & Reporting for Conversational Personnel Data Collection & Entry**:

Efficiently gathered, verified, and entered customer or client interaction data for reporting purposes. Ensured accuracy and completeness of records.

**Data Analysis:**

Monitored and analyzed data trends related to customer interactions, response times, and conversation quality to identify areas for process improvement.

**Data Security & Compliance:**

Ensured all client data was handled in compliance with GDPR, HIPAA, or other relevant regulations, maintaining confidentiality and integrity.

**Data Reporting & Presentation:**

Regularly generated detailed reports on conversational metrics, including customer satisfaction scores, agent performance, and communication flow. Presented data to management and stakeholders for decision-making purposes.

In August 2022-April 2023 **MIDATA in the PASS project**, Document Checker and Scanning Document.

**RESPONSIBILITY**

**Document Verification:**

Verify that all required documents are provided and are up-to-date. These documents might include identification, educational certificates, professional certifications, references, and other relevant papers.

Ensure the authenticity and accuracy of the submitted documents. This may involve checking for inconsistencies, expired certificates, or fraud.

**Compliance with Guidelines:**

Ensure that all CVs and accompanying documents meet the organization’s or job requirements. Make sure the documents are formatted according to the company’s guidelines or standards for submission.

**Scanning and Digitizing Documents:**

Use scanners or digital tools to convert physical copies of documents into digital files. Name, store, and organize digital files correctly for easy access and future reference.

**REFEREES**

* NAME : LUCAS MICHAEL NGAYO

OCCUPATION : STOCK MANAGEMENT OFFICER

ORGANIZATION : DAR CERAMIC CENTER

CONTACTS : +255 752 734 913

* NAME : JOSIAH MWALUKASA

OCCUPATION : CHIEF EXECUTIVE OFFICER

ORGANIZATION : MIDATA COMPANY LTD

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