

## **CURRICULUM VITAE**

### **PERSONAL DETAILS**

Full Name: Michael Josephat Mpeka  
Gender: Male  
Date of Birth: 17/07/1999  
Nationality: Tanzanian  
Tribe: Luguru  
Postal Address: P.O.Box 32656 ,Dar es salaam  
Email: mpekamicaely01@gmail.com  
Contacts: 0692 313025  
Language: Fluent in English and Swahili

### **PROFILE**

I hold a Bachelor Degree in Business Planning and Management. I am self-motivated,Hardworking, creative and innovative, ability to build and maintain positive relationships with colleagues,and knowledge on employment.

### **SKILLS AND COMPETENCIES**

- Communication
- Presentation and leadership
- Self-motivated, hardworking, initiative and creative
- Flexible to suit in different situations
- Computer skills
- Confidentiality

- Driving
- Problem solving

### EDUCATIONAL BACKGROUND

YEAR	INSTITUTION	COURSE	AWARD
2020-2023	Institute of Rural Development Planning(Dodoma)	Business Planning and Management	Bachelor Degree in Business Planning and Management
2018-2020	Mafiga Secondary School	HGK	Advanced Certificate of Secondary School
2014-2017	Kigurunyembe Secondary School	Secondary School	Certificate of Secondary School
2007-2013	Matsapa Primary School	Primary School	Certificate of Primary School

### WORKING EXPERIENCE

YEAR	ORGANIZATION	POST	DUTIES
July 2022- Sept 2022	Ileje District Council	Business and Investment Department(Field Study)	Planning and oversee business activities in the district. Collecting funds and levy. Issuing business license.
From Jan 2025	Fortune Paper Group	Director's Assistant and Assistant Human Resources	Visiting customers with director Traveling for company business activities Checking daily employees attendance Recruiting process Oversee employees relation and safety Overlook and cross check

			employment contract Supervising and purchase commodities needed by the company
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### HOBBIES AND INTERESTS

- Reading books and quotes
- Singing
- Serve to community
- Doing follow up consunding business
- Interacting with others

### REFEREES

- DR JUDITH NAMABIRA  
SENIOR LECTURE AND HEAD OF DEPARTMENT  
INSTITUTE OF RURAL DEVELOPMENT PLANNING  
P.O BOX 138  
DODOMA  
TEL: 0718 596524
- PROF ZACHARY MASANYIWA  
SENIOR LECTURE  
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TEL: 0713 315968
- MGANGA KAZAGATA  
UFUNUO PUBLISHING HOUSE  
MOROGORO  
TEL: 0673 607568

## **DECLARATION**

I Michael J. Mpeka, hereby declared that the information given above are all correctly, true and describes me.