

CURRICULUM VITAE / RESUME (CV)

1. PERSONAL INFORMATION / PARTICULARS

Name: ANITHA SAID KIVUMVBI

P.O.Box: 1006, Arusha Tanzania

Mobile: 0684102671 / 0748429860

Email: anithasaid45@gmail.com

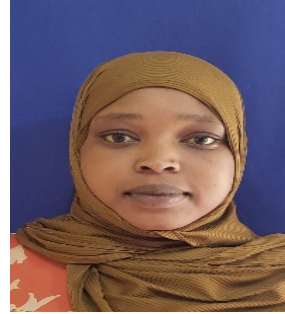
Sex: Female

Date of Birth: 18 June 1997

Nationality: Tanzanian

Marital Status: Single

Place of Birth: Arusha



2. PERSONAL PROFILE

- I am young, dynamic and innovative as well as performance oriented person who is driven by both ambition and a sound grasp of reality.
- I am a person with strong desire, willingness and ability to rapidly master and successfully implement new concept, techniques and skills in my area of expertise.

3. CAREER OBJECTIVES

- To become very successful in project planning career.

4. ABILITIES

- Able to communicate openly with people of different backgrounds
- Ability to work in a team under minimum supervision and to work in dynamic environment.

5. ACADEMIC/PROFESSIONAL QUALIFICATION

PERIOD	SCHOOL/INSTITUTION	AWARD
2019-2022	Tengeru institute of Community Development	Bachelor degree in participatory project planning and management.
2018-2019	Tengeru institute of Community Development	Diploma in Community Development.
2017-2018	Tengeru institute of Community Development	Technician Certificate of Community Development
2016-2017	Tengeru institute of Community Development	Basic technician Certificate of community development.
2012-2015	Kinana Secondary school	Certificate of Secondary school
2005-2011	Sinoni primary school	Certificate of Primary School

6. WORKING EXPERIENCE

● January 2024

Worked with Green light Planet

Position. (RELIEVER) Sunking Store Executive

At Morombo shop

Duties.

To support the shop sale

Customer services

To receive the stock from warehouse

To prepare the report

Daily report

Weekly report

Monthly report

To ensure Store management

● February 2023

Worked with Green light Planet

Position: (RELIEVER) Sunking Store Executive

At kikatiti shop

Duties.

To support the shop sale

Customer services

To receive the stock from warehouse

To prepare the report

- Daily report
- Weekly report
- Monthly report

To ensure Store management

● **September 2022 to January 2023**

Worked with Ako Group LTD

Position: Data entry at logistics office

● **February 2022 to May 2022**

Practical Training at Arusha City Council

Position: Assistant project Officer

7. ORGANIZATIONAL MEMBERSHIP

YEAR	ORGANIZATION	POSITION
Jan 2012 – Nov 2015	ANTI CORRUPTION CLUB MEMBERSHIP	MEMBER

8. LANGUAGE SKILLS

- ✓ English and Swahili

9. COMPUTER SKILLS:

- ✓ MS-Word, MS-Excel, MS-Power Point, Internet and E-mail

10. OTHER SKILLS:

- ✓ Problem Solving Skills
- ✓ Managerial Skills

11. REFEREES

Apart from my personal information mentioned in this Curriculum Vitae, other information with some recommendations may be sought freely from:

JUMA ALMAS MHINA.

LECTURER

TENGERU INSTITUTE OF COMMUNITY DEVELOPMENT

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0784315619

ZAWADI OBEDI MONGI

ACCOUNTANT

FELIX CONSTRUCTION LTD

P.O.BOX 15 monduli

0757266300

REHEMA ABDALLAH

SUNKING STORE EXECUTIVE (SSE)

GREENLIGHT PLANET

P.O.BOX 410 ARUSHA

07434325709

