CURRICULUM VITAE

BASIC INFORMATION
Full name: McDonald Leonard Mwandumbya
Gender: MALE
Date of Birth: 17 August 1993
Place of Birth: Ilala, Dar es Salaam
Religion: Christianity
Language: Swahili and English (Both written and spoken)
Nationality: Tanzanian
Marital Status: Married
Professional Areas: Information and communication technology

CONTACTS
P.O. Box 9133, Dares salaam, Tanzania.
Mobile: +255782 034374/+255766482204
Email: kidoflenny@gmail.com

Education Background
- Diploma of Information and Communication Technology, Collage of Business Education (CBE), Dar es Salaam. 2015
- Driving certificate. 2013
- Certificate of Information and Communication Technology, University of Computing Centre, DaresSalaam.2012
- Ordinary Certificate of Secondary   Education, Airwing Secondary School, Dar es Salaam. 2011
- Certificate of Primary Education, Mlimani Primary School,   Kinondoni, Dar es Salaam. 2007

Employment and Internship History
- ICT Technician at Akiba Commercial Bank (ACB), June 2022 to April 2025.
- Ramp Agent at Swissport Tanzania Plc. November 2021 to May 2022.
- Driver at TANESCO Mikocheni. June 2021 to Sept 2021
- IT Assistant/Data clerk officer at SAUTI(JHPIEGO), Dar es Salaam. Dec 2018 to Sept 2019.
- Data clerk officer at KK cargo logistics Ltd, Dar es Salaam. September 2017 to June 2018.
- IT technician, (intern) Vocation Education and Training Authority (VETA) 2013 Jan - May 2013
- Practical training in IT expert at VODACOM TANZANIA, under Computer Information System (CIS). 2013 June - August 2013
- Working on preventive maintenance of a computer at Vodacom Tanzania, under Computer Information System (CIS). Dec 2016 - Jan 2017

ICT Technician at Akiba Commercial Bank June 2022 to April 2025.

- Making windows installation to computers.
- Adding computers to Domain.
- Network installation & configuration.
- Server installation & configuration.
- Maintaining networking problems.
- Computer hardware and software maintenance.
- Helping staff remotely with different activities through helpdesk.
- Database installation and configuration of channels.
- Printing VISA Cards and maintaining the printer.

Ramp Agent –Swissport Tanzania Plc. At Julius Nyerere International Airport. November 2021 to 2022.

- Responsible for always maintaining the safety and security of the ramp.
- Monitor customer safety during boarding and deplaning and assist customers in a friendly and courteous manner.
- Marshal aircraft onotherapy (e.g. directing, assisting and parking all arriving, departing and towed aircraft).
- Observe safe ground-handling procedures and maintenance of ground service equipment, including the performance of equipment checks.
- Responsible for courteous, prompt, accurate and careful handling of customer baggage, airfreight and company material; continuous lifting, loading/unloading, sorting and transfer of baggage, freight and company material.
- Service aircraft as needed (e.g. Aircraft lavatories, potable water, window wash, deciding and commissary items).
- Comply with all safety procedures and airline policies
- Other duties as assigned by supervisor and manager.

Driver– TANESCO Mikocheni JUNE 20121 to SEPT 2021

- Taking technician to substation.
- Taking technician to site to do meter rollout
- Taking surveyors to sites
- Taking foremen to site to make new service line

Data clerk officer–SAUTI(JHPIEGO) DEC 2018 to SEPT 2019

- Provide immediate support to the CSO on data management.
- Maintain confidentiality of medical information. Client record forms must be kept where no client or other uninvolved staff has easy access to the data so as to maintain confidentiality and build trust from the clients.
- File completed forms in an unorganized and consistent manner.
- Preparalytic patients who are eligible for HVLon weekly basis from the CTC2 database, share with CTC staff.

- Enter patient information, family information, visits, and laboratory results, and other patients' records into CTC2 database.
- Enter data, run output reports from databases and cross-check with data sources to make sure that data are accurate).
- Organize client records by dates to facilitate ease of retrieving them when needed.
- Perform data quality audit weekly by harmonizing patients records across patient monitoring tools (ART register, ARV dispensing register, appointment register, CTC2 cards and CTC2 database) and work with CTC staff to rectify consistency.
- Weekly review for completeness of all clients' records.
- Prepare daily data report on the completion of field data collection activity.
- Ensure that all IPT records (startand completion) are documented in IPT register, CTC2 cards and CTC2 database on time.
- Participate in internal Data Quality Assessment with R/CHMT.
- Conduct a daily, weekly and monthly tracking of all HIV positive clients from all testing points at facility level ensuring proper documentation of these clients for easy tracking.
- Ensure that all the information concerning clients at CTC and RCH is kept confidential at all time.

IT technician, (Intern) Vocation Education and TrainingAuthority (VETA) 2013 Jan - May 2013.
- To teach application software to students.
- Computer hardware and software maintenance.
- Making replacement of computer hardware
- Installing operating systems to newly computers and repairing old ones
- Making network cables.
- Installing windows server on substations
- Installing anti-virus in stuff computers
- Server configuration

Practical trainingin IT expert at Vodacom Tanzania, under Computer Information System (CIS). 2013 June - August 2013
- Server installation
- Making networking cables
- Making dailybackups of data
- Maintaining networking problems
- Doing preventive maintenance to PCs.
- Creating database to each Vodacom shop
- Monitoring shops activities
- Maintains customer records by updating account information.
- Opens customer accounts by recording account information.

Data clerk officer at KK cargo logistics Ltd, Dar es Salaam. Sept 2017 to June 2018

- Cargo tracking on ships
- Receiving delivery order
- Arranging transportation
- Tracking cargos on ships and on trucks.

HOBBIES

- I like reading articles guiding information systems on how technology works, I like swimming and football, am good in driving with a lot of experience in driving for more than 11 years. I have a valid driving license.

REFEREES

1. Esabella E. Neeso

   Senior Quality Assurance Technical Advisor Sauti
   Program| USAID Grantee
   P.O. Box9130

   DaresSalaam
   Mobile:+255767512 112
   Email:Esabella.Neeso@jhpiego.org

2. Christopher Ayo
   Director Veta
   P O Box 35176

   Mobile:+255754289151
   Email:christopherayo@gmail.comArusha
   Tanzania.

3. Elias Mdao
   Network & Systems Administrator

   Akiba Commercial Bank Plc |Head office P.O. Box
   669
   Mobile:+255753556661
   Email:emdao@acbbank.co.tz Dar es
   Salaam Tanzania.