

## **CURRICULUM VITAE FOR GRACE JAPHET MACHAI**

### **1. PROFILE:**

- A polite and articulate individual who works in a thorough and committed manner.
- Quickly adapts to new systems and procedures.
- Able to work as part of a team.

### **2. KEY FOR SUCCESS:**

Integrity, Ethics, Leadership, Teamwork, Energetic, Training, Recognition, Communication and Continuous Improvement.

### **3. PERSONAL DETAILS:**

- Surname: Machai
- Other name: Grace Japhet
- Nationality: Tanzanian
- Date of Birth: 27<sup>th</sup> March 2004
- Sex: Female
- Marital Status: Single

### **4. CONTACT ADDRESS:**

- 5. Cell: 0684134645
- 6. E-mail: machaigrace27@gmail.com

### **5. EDUCATION BACKGROUND:**

Institution	Year	Qualification
1. DAR ES SALAAM INSTITUTE OF TECHNOLOGY (DIT)	October, 2022 - June, 2024	Diploma in Civil engineering
2. CENTENNIAL CHRISTIAN SEMINARY SCHOOL	January, 2018 - November, 2021	Certificate of Secondary Education Examination (CSEE)
3. HOLY CROSS PRIMARY SCHOOL	January, 2011 - September, 2017	Certificate of Completing Primary School (PSLE)

## **6. SKILLS:**

### **I. COMPUTER SKILLS:**

- Proficient in Microsoft Office suite: Word, Excel and PowerPoint
- Accounting skills
- Sales and marketing skills

### **II. OTHER PERSONAL SKILLS**

- Communication skills-Fluent in English and Swahili
- Research/Project Proposal Writing
- Qualitative and Quantitative Research
- Report Writing and Presentation
- Leadership skills
- Relational skills

## **7. WORKING EXPERIENCE:**

I got my work experience in my first year of studies when I was taking my field practical training at NHC COMPANY LTD in Dar es Salaam from July-October 2023. I worked at the department of building Construction. I have worked as a waitress at a restaurant called fishmonger around my home area for over 1 year.

## **8. TRAINING ATTENDED**

Seminars

UISS programs

Occupation Safety and Health Agency

Tanzania Communication Regulatory Authority

Jubilee life insurance sales training

## **9. INTEREST AND HOBBIES:**

Travelling, Watching news, Movies, Reading Books and Swimming.

## **10. AFFILIATED STUDENT ORGANIZATIONS AND LEADERSHIP**

- Leadership Positions: Class Representative for a Diploma in Civil Engineering (2022-2024)
  - Participated in meeting with the Dean and faculty members to present the class opinions and discuss different affairs to improve learning experiences.
  - Circulated learning materials and information from faculty members and university administration respectively to the whole class.
  - Participated in organizing events, activities, and training workshops such as career development workshop, sports days, farewell functions and fresher's events.

## **11. VOLUNTEER EXPERIENCE AND COMMUNITY SERVICES:**

- Malaika Orphanage Center (2020- 2021)
  - Worked alongside the existing staff in taking care for the children.
  - Helped the children in their homework and play games with them to engage them in playful activities.
- Matangini Islamic school volunteers (2021– 2022)
  - Planned and participated in outside activities and charity.

**12.REFERENCES:**

- I. Mr. Iddy Shauri  
Senior lecture department studies (instructor)  
Dar-es-salaam Institute of Technology (DIT)  
0688646567
- II. Mr. Ibrahim Joseph Micheal  
Senior Lecturer  
Dar-es-salaam Institute of Technology (DIT)  
0692998250

**14. DECLARATION:**

I, GRACE J. MACHAI, declare that the information given above is true and correct to the best of my knowledge and belief.

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GRACE J. MACHAI.