

CURRICULUM VITAE (CV)

PERSONAL INFORMATIONS

SURNAME : Mwakiembe
MIDDLE NAME : Benard
FIRST NAME : Kelvin
SEX : Male
DATE OF BIRTH : 9 March 1993
PLACE OF BIRTH : Dar es Salaam
MARITAL STATUS : Single
NATIONALITY : Tanzanian
RELIGION : Christian

PERSONAL PROFILE

- ❖ I am a young, dynamic, and innovative 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 concepts, techniques and skills in my area of expert.

CARREER OBJECTIVES

- ❖ To become very successfully in Marketing and Public Relation

ABILITIES

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

CONTACT ADDRESS

POSTAL ADDRESS KELVIN BENARD
 P.O.BOX 65000,
 DAR ES SALAAM

MOBILE PHONE +225-714579787
EMAIL CONTACT: kimbecalvin753@gmail.com

ACADEMIC RECORDS

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NO	YEAR (FROM...TO...)	NAME OF INSTITUTION AND PLACE	QUALIFICATION AND AWARD
1	2021-2023	Tanzania Institute of Accountancy	Bachelor Degree in Marketing and Public Relations
2	2018 - 2020	Tanzania Institute of Accountancy	Diploma in Marketing and Public Relations.
3	2017 - 2018	Tanzania Institute of Accountancy	Certificate in Marketing and Public Relations
4	2008 - 2011	Mbezi High Shool	Ordinary level Secondary School certificate
5	2001 - 2007	Mugabe Primary school	Certificate Primary Education

WORKING EXPERIENCE

- 2018 field work at Tanzania and Zambia Railways (TAZARA) as assistance marketing Manager.

Activities done during field work

- Receiving incoming and outgoing calls
- Replaying the incoming email and outgoing email
- Keeping the office records like inventories / petty cash
- To charge luggage fees
- To make relationship with customers
- To charge transport fees.

- 2022 Field Work at Tanzania Postal bank (TPB) as Assistant Marketing Manager

Activities done during field work

- Customer care
- Assistance loan officer
- Assistant marketing manager

LANGUAGES

Speaking English and Swahili

Writing English and Swahili

PROFESSIONAL INTEREST

- Active reader of inspiration books
- Advising people
- Charting with friends
- Playing and watching sports and games

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PROFESSIONAL SKILLS (COMPETENCE, SKILLS AND ABILITIES)

- Computer applications skills including use of Microsoft office ;(Word, Excel, Power point), SPSS, Local Government Monitor Database (LGMD) and Plan rep.
- Good in communication skills
- Competence to work in dynamic environment and Integrate with people from various cultures.
- Data collections and data analysis
- Competence in information and communication technology.
- Adjustment with people from different place without any discrimination on racial group/religious, age and sex.

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REFEEREE

1. Name: Bahati Boma

Work: Teacher at Juhudi Secondary School

Place: Dar es salaam

Phone: 0712328535

2. Name Ahmed Adam

Work: Teacher at Mafiga Secondary School

Place: Morogoro

Phone: 0717771902

3. Name : Bahati Shafii

Work: Business

Place: Dar es salaam

Phone: 0693294601.

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DECLARATION:

I, **Kelvin Benard Mwakimbe**, declare that the information contained in this CV is correct to the best of my knowledge.