

## **CURRICULUM VITAE**

### **PERSONAL DETAILS**

Full Name: Irene Elifuraha Munuo

Phone: 255 747 337 474

Email: munuoirene11@gmail.com

Location: DODOMA-TANZANIA

Date of Birth: 21/11/1999

Nationality: Tanzania

### **CAREER OBJECTIVE**

Motivated and result-oriented professional with 2 years of experience in gym operations, client service, and team supervision. Passionate about promoting health and wellness, with strong leadership skills, First Aid knowledge, and a background in Information Technology to enhance gym systems and customer service. Seeking to leverage my experience to manage and grow a fitness facility efficiently.

### **WORK EXPERIENCE**

Gym Supervisor/Assistant Manager

Am Fitness Gym, Dodoma

May 2023-April 2025

- Supervised daily gym operations including client check-ins, scheduling, and hygiene maintenance
- Assisted in staff coordination, shift planning, and performance evaluation
- Maintained high client satisfaction through personalized support and professional communication
- Promoted health and safety practices, conducted basic First Aid when necessary
- Supported gym management with record-keeping and digital systems using IT knowledge

### **EDUCATION**

Diploma in Information Technology

University of Dar es Salaam Computing Centre

Graduated: 2022

- Relevant Courses: Computer Applications, Systems Management, Networking Basics

- Developed strong communication, organizational, and tech support skills

### **CERTIFICATIONS**

- First Aid Certification-Tanzania Red Cross, 2025
- Customer Service Essentials-Online Course,2022

### **SKILLS**

- Gym Operations & Staff Supervision
- Basic First Aid & Emergency Response
- Client Relationship Management
- Scheduling & Time Management
- IT Skills: Microsoft Office, Gym Management Software
- Communication & Team Leadership

### **LANGUAGES**

- English-Fluent
- Swahili -Native

### **REFEREES**

1.Denisi Kiwango

GYM MANAGER at Am fitness Gym

P.O.Box 39,Dodoma,Tanzania

Email:kiwangodennis1@gmail.com

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2.Mathius Luhende

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