**CURRICULUM VITAE**

**RACHEL MATHIAS DAFFA**

**DAR ES SALAAM**

**Mobile: +255 746248361 / +255 689448534**

**Email:** **rachelmathias9@gmail.com**

**PERSONAL DETAILS**

Date of Birth : 26/05/1994

Place of Birth : Dar Es Salaam

Gender : Female

Nationality : Tanzanian

Marital Status : Single

Language : Proficiency and fluency in English and Kiswahili

Religion : Christian

**PERSONAL ATTRIBUTE**

 Self-driven and motivated who excels at performing any administrative tasks as assigned. Extensive experience in maintaining legal documents and handling all communications. General computer skills and ability to quickly learn and master computer programs.

**PERSONAL STRENGTH**

* Ability to work hard with minimum supervision
* Fast learner and flexible
* Strategic and problem solver
* Self-motivated
* Team player
* Interesting in team activism, network and volunteering for community service
* Independent
* Open minded and very interesting in learning new things

**EDUCATION BACKGROUND**

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| --- | --- | --- |
| **YEAR** | **INSTITUTE NAME** | **AWARD** |
| 2013 - 2015 | St. Augustine University of Tanzania | Diploma in Law |
| 2012 - 2013 | Institute of judiciary Administration  | Certificate in Law |
| 2011 - 2012 | University of Dar Es Salaam Computing Centre  | International Computer Driving License (ICDL), Covering* Basic concepts of IT
* Managing files
* MS Word
* MS Excel
* MS Access
* MS PowerPoint
* Internet and Email
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| 2008 - 2011 | Kindoroko Secondary School | Ordinary Level Certificate |
| 2001 - 2007 | Kiluvya Primary School | Primary School Certificate  |

**COMMUNICATION ABILITY**

* Fluent in English and Swahili in both writing and speaking

**WORKING EXPERIENCE**

| **YEAR** | **WORKING PLACE** | **POSITION** | **DETAILS** |
| --- | --- | --- | --- |
| 2013 | Primary Court, Kibaha | Court Clerk Assistant  | Prepare reports and Court forms such as Petitions and Warrants |
| 2015 | Primary Court, Kimara | Court Clerk Assistant  | Administrative worker in the Criminal and civil justice systems |
| 2019 | Resident Magistrate Court, Kibaha | Court Clerk Assistant  | Performing Administrative tasks to support daily Court operations |
| 2023 | Timezone Company Ltd | Sales Associate | * A retail employee that assists customers with their purchases
* Providing information about designer’s watches and accessories
* Inventory Management
* Processing sales transactions
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| 2024 | Swarovski Tanzania | Sales Associate | * Swarovski Jewelry Seller
* Representing the materials and authenticity of Swarovski Jewelry
* Providing policies and warranties
* Communicating with customers in different channels (texts, emails and social media)
* Assist Customers in purchasing Jewelry
* Taking stocks in the showroom
* Receiving payment by cash or credit cards
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**REFEREES**

1. Everada Mathew Ndugumchana

Afisa Maendeleo ya Jamii

Ofisi ya Rais Menejimenti ya Utumishi wa Umma

Mji wa Serikali Mtumba

Mtaa wa Utumishi

P.O. Box 670, Dodoma

Mobile: +255 754282667

1. Samson Ignace Ekompe

Electrician

Frostan Limited

P.O. Box 7555, Dar Es Salaam

Mobile: +255 777277648

1. Bertha Simon Mponji

Retired

Bank of Tanzania

Mobile: +255 782837777

**DECLARATION**

I hereby declare that the information stated above is true to the best of my knowledge.



Signature: ………………………….