

## **CURRICULUM VITAE (CV)**

### **PERSONAL INFORMATION**

First Name:	Hemed	
Middle Name:	Hassan	
Surname:	Masoud	
Nationality:	Tanzanian	
Date of birth:	09 January 1999	2000
Place of birth:	Dar es Salaam	
Sex:	Male	
Marital status:	Single	
Language:	English and Kiswahili	
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### **PROFESSIONAL SUMMARY**

A project planning and management bachelor's degree graduate with diverse skills and general knowledge in the field of project planning as well as familiarity with the use of Windows Applications and software such as Microsoft Office (MS Word and MS Excel).

### **EDUCATIONAL QUALIFICATIONS**

Bachelor's Degree in Project Planning and Management

Institute of Rural Development Planning (IRDP)    October 2021 – July 2024

Advanced Certificate for Secondary Education Examinations (ACSEE)

Lwandai Secondary School                      July 2019 – June 2021

Major in History, Geography and Language.

Certificate for Secondary Education Examinations (CSEE)

Lwandai Secondary School      January 2015 – November 2018

Major in basic subjects and arts subjects.

Primary Certificate for Primary Education

Leena Primary School      January 2008 – September 2014

## **EXPERIENCE**

### **Industrial Practical Trainee (field student)**

Tanzania Revenue Authority from July 2022 to August 2022

Trained as Project Planning Officer.

Tasks performed;

- Stakeholder Engagement and Risk Management
- Identify, assess, and mitigate project risks to ensure timely and successful completion.
- Develop comprehensive project plans that align strategic objectives, ensuring efficient allocation of resources, adherence to timelines, and compliance with regulatory requirements.
- Oversee project implementation by coordinating cross-departmental teams and monitoring progress to ensure the successful delivery of key deliverables.
- Identify potential risks and implement mitigation strategies to address challenges that could impact project success.
- Ensured compliance with TRA policies and national regulations in all project planning activities.

## **SKILLS**

- Excellent interpersonal, teamwork, organizational and supervisory skills
- Strong verbal and written communication skills
- Ability to work in a multi-tasking and busy work environment with minimum supervision
- Excellent customer care, client engagement, listening and problem-solving skills
- Ability to use own initiative to solve problems with creative solutions
- Highly effective team player.
- Fluent in both written and spoken English and Kiswahili
- Proficient in the use of the Internet and E-mail as well as Microsoft Word and Microsoft Excel.

## **ACHIEVEMENTS**

- Acquired professional training on how to manage and identify potential risks and implement mitigation strategies.
- Successfully contributed to the development and implementation of project plans that improved operational efficiency by 20%.

## **HOBBIES**

- Football.
- Movies.
- Reading books.

## **DECLARATION**

I Hemed Hassan Masoud, declare that all the information given in this document is accurate and true to the best of my knowledge.

## **REFEREES.**

1. Wilfred Abraham Mchome  
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