

## CURRICULUM VITAE

ARTHUR CYRIL DAIMA,

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### 1. PERSONAL PARTICULARS

Date of birth:	30 <sup>th</sup> November 1997.
Gender:	Male.
Marital status:	In a Relationship.
Nationality:	Tanzanian.
Domicile:	Mbezi-Dar es Salaam.
Language:	Swahili ,English and Portuguese.

### 2. PERSONAL PROFILE.

I am an Information and Communication Technology (ICT) professional, I hold a Diploma in Information and Communication Technology (DIT). I am a very hard working person with an excellent range of skills and knowledge in the above field. I am good in working independently, as well as a part of a team. I am excellent in ensuring things are done through my colleagues to meet both the organisation, as well as individual objectives are achieved. I enjoy working with people with all its unpredictable emotions and attitudes.

### 3. CARRIER OBJECTIVES.

To find challenging positions where my competences, skills, capabilities and education will be full engaged and utilized. To secure job position in an organisation that provides an opportunity to explore and expand my knowledge, work in challenging environment for carrier growth and development. Field through a variety of challenging experiences utilizing my creativity and confidence and acquire experience that will enable me to function in a decision-making position in regards to the nature of the job. Succeed in a stimulating and challenging environment, building success of the company while I experience advancement opportunities.

### 4. EDUCATION BACKGROUND.

#### **2021-2023: NLAB INNOVATION ACADEMY**

Graduated and awarded a Diploma in Information and Communication Technology (ICT), with **FIRST CLASS.**

#### **2015-2017: KAMENE HIGH SCHOOL**

- Graduated and awarded an Advanced Certificate of Secondary Education Examination(ACSEE),

**2011-2014:DR.DIDAS MASSABURI SECONDARY SCHOOL.**

- Graduated and awarded Certificate of Secondary Education Examination(CSEE),

**2001-2010: ROYAL JUNIOR PRIMARY SCHOOL**

- Graduated and awarded Certificate of Primary Education

**5. WORK EXPERIENCE AND TRAINING**

**March 2018 - August 2018**

**Organisation: VOLUNTARY SERVICES OVERSEAS - ICS**

**Position: National Volunteer(ICS)**

- Capacity Building: Often assisted in building the skills of local individuals by providing vocational training or mentoring programs to help them become self-sufficient.
- Advocacy and Human Rights: Advocated for human rights issues such as gender equality, child protection, and access to clean water while raising awareness among local communities.
- Research and Monitoring: Contributed to research projects that assess the effectiveness of development programs or monitor social issues within the communities they serve.
- Disaster Relief: In times of emergencies or natural disasters, provided immediate assistance by distributing aid supplies, supporting relief efforts on the ground, and helping affected communities recover.
- Community Development: Participated in community development projects such as building infrastructure (e.g., roads, schools), promoting gender equality, empowering women, and fostering community engagement.

**October 2018 to December 2018**

**Organisation:. TAMASHA VIJANA**

**Position: Youth Volunteer**

- Support day to day administrative support services and activities of the Tamasha Vijana Tanzania office and programs
- Assist with the organization and operation of all Tamasha Vijana activities such as trainings, conference, and meetings.
- Provide monthly review and update of Operations Go-to list.
- Assist Operations team in implementation of operation work plan.
- Assist to maintain inventory management system including daily updates of the inventory , ensure any new inventories are properly labelled.

**January 2019 to April 2020**

**Organisation: JUBILEE INSURANCE COMPANY .**

**Position: Sales Advisor**

- Assist the company to get more customers to purchase its products such as life insurance policies offered by the company.
- Also helping interested customers to fully understand the benefits of saving their money for their own future needs and for their loved ones after retirement, death or accident occurrence.
- Promote and maintain company's principles and regulations as workers also fulfilling targeted goals and aims of company's sales board.

**July 2021 up to December 2023**

**Organisation: NIA MEDIA COMPANY.**

**Position: Voice over recording, sound editor.**

- Script reading and preparation , review and analyze scripts for clarity, tone and pacing.
- Record voice over segments using various techniques to achieve the desired emotion and style.
- Edit recorded audio, adjusting levels and applying effects to ensure audio quality is professional.
- Branding and promoting the company channel through social media and other platforms .

**February 2024 up to August 2024**

**Organisation: PLPDF ( Peacelivedisabilityfoundation )**

**Position: IT and Communication Officer**

- Managing the Organisation 's social media accounts including website, Instagram, Facebook and creating posters and content creation.
- Assist in maintenance and installation of office computers and printers
- Monitor and maintain network infrastructures such as routers, switches and firewalls.
- Helped in setup user accounts and permissions.
- Test and validating new software and tools and products before rollout.

**February 2024 up to September 2024**

**Organisation: DATAFLOW TELECOMS Ltd.**

**Position: ICT Technical Support**

Provide first line support for technical issues related to Telecommunications and systems, hardware and software.



Assist customers in troubleshooting connectivity issues, device configurations and software setups.

Monitor and maintain network infrastructures such as routers, switches and firewalls.

Helped in setup user accounts and permissions.

Test and validating new telecommunications services and products before rollout.

## **6. TRAINING ATTENDED**

### **. Voluntary Services Overseas**

- Resilience Training
- Inter Cultural Difference
- Leadership skills

## **7. SKILLS, KNOWLEDGE AND ABILITIES**

- Acts with self-initiative, dependable, works with minimum supervision and capable of assuming multiple and increasing responsibilities, accurate and detailed work.
- Good team player, communicative and able to deliver assignments effectively and on time.
- Possess good knowledge in media operations (voice over recording), sound editing.

### **7.1. OTHER SKILLS**

- Computer skills; Competent in Graphics Design, Database Management System, Web Development ( HTML and CSS), ,Computer maintenance and repair, Operating system maintenance, Programming in python , C++ and C , Information System Development, System Administration and Security, Computer networking and internet.

## **8. BEHAVIOUR COMPETENCES**

- Value diversity and enjoy working with people from variety of professional disciplines and learning new behaviours.
- Flexible and adaptable for changes.
- Integrity and accountable.
- Focus on achieving results.

- Able to travel anywhere required.

## **9. INDIVIDUAL STRENGTH.**

- Self-motivated
- Hard Working
- Open Minded

## **10. HOBBIES AND INTEREST**

- Making new good friends, sharing and developing ideas.
- Learning new ideas from different people, listening to advices
- Listening and watching local and global news

## **11. REFEREES**

### **Mr. Pascal**

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### **Mr.Stanley**

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