

CURRICULUM VITAE

PERSONAL SUMMARY

I am a detailed – oriented and dedicated IT professional with proven expertise in computing information systems. Experienced in providing technical support, maintaining, instructing and efficient IT environment.

PERSONAL DETAIL

NAME:	GREYSON CLARENCE MHOKA
NATIONALITY:	Tanzanian
LANGUAGE:	Kiswahili & English
SEX:	Male
MARTIAL STATUS:	Single
DISABILITY:	None.
ADDRESS:	Dar Es Salaam, Tanzania.
POSTAL ADDRESS:	P.O.BOX 35062
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ACADEMIC QUALIFICATIONS

2022 – 2025	Diploma in Computing and Information Technology at University of Dar es Salaam Computing Centre .
2020 – 2021	KIPAWA ICT CENTRE , National Vocational Technical Award for Certificate in Information Technology (Technical College).
2017 – 2019	VETA – DSM , National Vocational Technical Award for Certificate in Information Technology (Technical College).
2016	KIPAWA ICT CENTRE , National Vocational Technical Award for Certificate in PC Maintenance and Networking.
2016	University of Dar es Salaam Computing Centre , Certificate in Micro Computer Course.
2012 – 2015	ACACIA SECONDARY SCHOOL , Secondary Education.
2005 – 2011	FUNGUNI Primary Education.

WORKING EXPERIENCES

2025	Self-employment , in provide computer hardware and software support and Graphics designer.
2020 – 2024	TVS CENTER , as IT Technician, Sales person and Logistics.
2019	VETA – DSM , Assistant Tutor.
2019	MERIDIAN – LINE VOCATIONAL TRAINING CENTER Assistant tutor for PC Maintenance and networking short course.
2018	Tanzania Telecommunications Corporation. Practical Training at the TTCL Information Systems Department between the dates 04 th April 2018 to 04 th July 2018.

SKILLS AND KNOWLEDGE

- Proficient with all kind of computer operating systems Windows, MacOS, Ubuntu and Linux.
- Technical problem-solving for the office users.
- System operates and monitoring to ensuring systems security.
- Database management.
- A good trainer and instructor on usage and operation of system software.
- Expertise in Graphics Designer.
- Networking technical skills and knowledge with **CISCO Networking Academy** award Certificate (**CCNA**).
- Proper handling on PC hardware maintenance.
- Able to operate and have great experiences with Microsoft Windows environment.

ADDITIONAL SKILLS

- Good customer care, sales and marketing skills.
- Recording and proper keeping of office document (computerized documents and Physical files).
- Able to perform any other duties that am assigned by the office.

PERSONAL QUALITIES

- Interpersonal skills, Teamwork skills and Creativity.
- Self-discipline person and very honesty.
- I am very fast learner and willingness to learn new things.
- Driving Skills with holding of driving license class **A, A2, C3 & D**.

HOBBIES

- Very Interesting on computer technologies.
- Digital Currencies.
- Football and Boxing.
- Watching movies and listening to music.

REFEREES

1. ABUBAKAR JUMA RAMADHAN

Sales Manager

TVS CENTER

Phone Number: +255 712 104 357

Dar es Salaam.

2. JOYCE SAWE

Tutor

VETA – DSM RVTSC

Phone Number: +255 766 155 608

Dar es Salaam.

3. JESCA TESHA

Tutor

UNIVERSITY OF DAR ES SALAAM COMPUTING CENTRE

Phone Number: +255 782 907 466

Dar es Salaam.

4. CLARENCE LEONACK MHOKA

Tour Guide.

BLUE LOTUS TRAVEL & TOURS

Phone Number: +255 715 333 462 / +255 784 333 462

Arusha.