**JACKLINE YOHANA DIDAS**

CURRICULUM VITAE

**Personal Details**

Last Name : Didas

First Name : Jackline

Nationality : Tanzanian

Marital Status : Single

Date of Birth : 17 Sept 2003

Email. : jakiliniyoana@gmail.com

Tel No : 0699496453

**Objective**

To contribute to an organization in need of a mature individual who offers a keen eye for detail, a high level of initiative, and the enthusiasm and energy needed to achieve excellent results.

**Strengths**

• Well-organized individual

• Keen to share knowledge and expertise with others

**Education Background**

|  |  |  |
| --- | --- | --- |
| Year of Studies | School/Institute | Award |
| 2023 – 2024 | School of Library, Archive and Documentation Studies | Ordinary Diploma in Library, Records and Information Studies |
| 2021 – 2022 | School of Library, Archive and Documentation Studies | Basic Technician Certificate in Library, Records and Information Studies |
| 2017 – 2020 | Kisarawe II Secondary School | Certificate of Secondary Education |

**Working Experience and Practical Training**

• Two months of experience in cataloging and classification of books using the Dewey Decimal System.  
• Assisted users in locating and utilizing library resources.

**Computer Skills**

• Introduction to Computer – Excellent

• MS Word – Excellent

• MS Excel – Good

**Languages**

• English – Fluent (written and spoken)

• Swahili – Fluent (written and spoken)

**Referees**

1. Ms. Frola Baitani Msilanga

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