



TRUST MESERECORDIUS LEMA

ICT & BUSINESS ANALYST

CONTACTS

☎ 0654 661 104
✉ trustlema@yahoo.com
📍 Kilimanjaro, Tanzania

EDUCATION

Bachelor of Commerce in Information Management

University of Dodoma
2019-2022

Advanced Certificate of Secondary School Examination

Pandahill Secondary School
2017-2019

Certificate of Secondary School Examination

Edmund Rice Sinon Secondary School
2013-2016

CORE COMPETENCIES

- Basic Web Programming
- Knowledge Management
- Information System Project Management
- Strategic Business Planning
- Digital Economics
- Innovation Management

COMPUTER SKILLS

- Microsoft Suite (Microsoft Word, Microsoft Excel, & Microsoft PowerPoint)
- Web Programming (HTML, CSS, JavaScript, & PHP)
- Graphics and Designing/ Creative Designing (Adobe Photoshop & Adobe Illustrator)

LANGUAGES

Swahili: Native Proficiency
English: Conversational Proficiency

ABOUT ME

A highly motivated, **4.2 GPA-rated** graduate with a strong desire to apply my skills and knowledge in the effective use of Information Technology for administration and management in both business and non-business organizations.

I possess a strong sense of intellectual curiosity, thrive in team-oriented environments, and maintain an active learning attitude. With a combination of technical and interpersonal skills, I am eager and ready to contribute meaningfully to IT-related roles within diverse organizational settings.

WORK EXPERIENCE

Freelancing – Graphics Designer 2022 - Present
Remote Working Remote Working

Key Deliverables

- Virtual Administration and Data Entry
- Graphics Designing
- Video Editing

Practical Training – Information Technology Trainee Aug – Sept 2021
Tanzania Revenue Authority (TRA) Dodoma Offices

Key Deliverables

- Record Keeping and Data Entry
- Registering customers with Taxpayer Identification Number System
- Computer hardware maintenance
- Software installation & maintenance (Operating system installation, Organization's ERP System Installation & Configuration)
- Network Configuration

REFERENCES

Mr. Chande Kasita

Assistant Lecturer at UDOM-CIVE
0625 051 634
chande.kasita@gmail.com

Mr. Bernard Julius

Assistant Lecturer at UDOM-CIVE
0718 171 547
benzoju@gmail.com

Nancy Fathael Njau

Office Assistant at UDOM
0655 310 332
nancy.njau@udom.ac.tz

DECLARATION

I hereby confirm that all the information provided on this document are true and accurate to the best of my knowledge.

T. M. Lema

Trust Lema