

ADAM DICKSON CHANDE

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PROFILE

A motivated and organized individual with 3+ years of experience in marketing and sales, office administration, graphic design and printing. Strong skills in Microsoft Office, document handling, customer service, and program coordination. Diploma holder in Local Government Administration and Management, familiar with administrative procedures and local authority operations. Flexible to work in both administrative and business growth roles.

CAREER GOAL

To lead development of institutions, people, policies and interventions through evidence, knowledge management, sharing and learning.

SUMMARY OF QUALIFICATIONS

- Extensive experience in working with youth, women, and community mobilization interventions
- Solid understanding of direct/indirect lending products and practices
- Excellent communication and interpersonal skills
- Customer satisfaction orientation and sales competencies
- Good time management and multitasking abilities
- Experience working with Regional and Local Government Authorities

RELEVANT WORK EXPERIENCES

Program Assistant and Marketing Officer
JEHAWILLS Company Ltd – Dar es Salaam
July 2023 – Present

- Oversee office operations and monitor activity budgets
- Manage and supervise document handling and online services (TRA, BRELA, NEST, etc.)
- Coordinate calendar, prepare reports, type set research, books and proposals
- Provide customer support and supervise graphic design and printing team

Research Assistant
SolidarMed – Ifakara, Morogoro
March 2023 – April 2023

- Conducted field research on health service access
- Collected community insights and reported challenges on health accessibility
- Identified transport, cost, and traditional health practices used by locals

Ward Executive Trainee
Chamwino Ward – Dodoma City
February 2022 – April 2022

- Assisted in public service coordination and community development projects
- Managed communication between local government and citizens
- Enforced by-laws, handled resources, and facilitated planning sessions

EDUCATION AND OTHER QUALIFICATIONS

- Diploma in Local Government Administration and Management – LGTI, Dodoma (2020 – 2023)
- Certificate in Solar Power Systems – Don Bosco, Dodoma (2019 – 2020)
- Certificate in Driving – VETA, Dar es Salaam (2019)
- Ordinary Certificate of Secondary Education – Chinangali Secondary School (2014 – 2017)
- Certificate of Primary Education – Mgeta Primary School (2007 – 2013)

REFERENCES

- Deodatus Banzi – National Program Coordinator, UNESCO
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- Lilian Philemon Alagwa – Ward Executive Officer, Chamwino Ward
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- Rose Steven Likangaga – Lecturer, Local Government Training Institute
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