

CARRICULUM VITAE

Martha Elias Njamas

Tanzania

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Professional Summary

Detail-oriented and organized educational professional with over six (6) years of experience in teaching, data handling, and Academic coordination. Proven ability to manage records, process data, prepare reports, and coordinate academic programs. Adept in Microsoft Office tools including Word, Excel and PowerPoint. Currently seeking a data entry role to leverage my accuracy, efficiency and strong attention to detail.

Key Skills

- Accurate Data Entry & Record Keeping
 - Microsoft Word, Excel & PowerPoint
 - Exam Preparation & Result Management
 - Students Performance Analysis
 - Educational Program Planning
 - Report Writing & Documentation
 - Staff Supervision & Academic Coordination
 - Time Management & Task Prioritization
 - Communication & Team Collaboration
 - Problem Solving and Initiative.
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Professional Experience

secondary school teacher & academic coordinator

Ilemela secondary school – Chato

July 2022 – present

- Teaching basic mathematics and geography to secondary students.
- Serving as academic coordinator since 2024.
- Coordinating teaching and learning activities across the school.
- Preparing academic programs and supervising fellow teachers.
- Overseeing exam planning, marking and results processing.
- Advising the head of school on academic matters.

Primary school teacher

Nguzo English Medium Primary school – Morogoro

August 2028 – July 2022

- Taught mathematics and science to primary level students.
 - Prepared and marked exams, ensuring timely results submission.
 - Fostered an engaging and supportive learning environment.
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Education

Bachelor of arts with education (Mathematics and Geography)

St Augustine university of Tanzania

Graduated: 2018

Advanced certificate of secondary education (ACSEE)

Lugoba High School – Tanzania

Graduated: 2013

Certificate of secondary education (CSEE)

Kisarawe II Secondary School – Tanzania

Graduated: 2010

Certificate & Training

Computer application certificate

(Word, Excel, PowerPoint)

UDSM College of Computer (UCC) – Tanzania

2013

Languages

Swahili – Native

English – Fluent