



GEORGIA FRANCIS KABULA

POLITICAL SCIENTIST

ABOUT ME

As a proficient and dynamic History and Political Science Expert, I possess extensive knowledge and experience in analyzing the intricate workings of politics and the dynamic evolution of historical perspectives. With comprehensive understanding of global politics and historical landmarks, I have the ability to provide expert advice on complex issues ranging from the political dynamics of major economies to the global impact of critical events. As an accomplished scholar, my expertise has been recognized through various publications and research findings. I possess exceptional communication and presentation skills which enable me to interact with diverse audiences and simplify complex topics. With a strong passion

EDUCATION

BA IN HISTORY & POLITICAL SCIENCE

HISTORY &
POLITICAL
SCIENCE
2020 - 2023

UNIVERSITY OF DAR ES SALAAM
DAR ES SALAAM, TANZANIA

ADVANCED SECONDARY EDUCATION

ARTS BASED
SUBJECTS
2018 - 2020

LOLEZA GIRLS HIGH SCHOOL
MBEYA, TANZANIA

ORDINARY SECONDARY EDUCATION

ARTS BASED
SUBJECTS
2013 - 2017

LORETO GIRLS SECONDARY SCHOOL
MWANZA, TANZANIA

PRIMARY EDUCATION

PRIMARY
EDUCATION
2006 - 2012

SIMA PRIMARY SCHOOL
MWANZA, TANZANIA

EXPERIENCE

MWANZA CITY COUNCIL

JULY 2021 -
OCT 2021

ADMINISTRATIVE ASSISTANCE

From July 2022 -October 2022 I had opportunity for practical experience in my career Includes the following 1. Scheduling and coordinating: I was responsible to schedule and coordinate meetings, appointments, and events. This involves managing calendars, sending reminders,

for teaching, I am committed to facilitating learning experiences that foster critical thinking and inspire a curiosity for both past and present political movements and historical events.

CONTACT ME



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SKILLS

Excellent



Research & Investigation skills

In depth knowledge of historical events and Political systems



Organization Skills



Marketing Skills



Leadership Skills



Information Technology



Communication skills

Documentation



preparing agendas, and ensuring that everything runs smoothly. 2. Communication and Correspondence: I was responsible for handling all correspondence within the organization includes draft emails, prepare memos, take minutes at meetings, and maintain accurate records. I was also responsible for answering phone calls, greeting visitors, and addressing their inquiries. 3. Office Management: As administrative assistants I was involved to manage the daily operations of the office. This includes ordering supplies, organizing files, managing budgets, and ensuring that all equipment and facilities are clean and functional. 4 Travel Arrangements and Bookkeeping: I was responsible for making travel arrangements, including booking flights and hotels, arranging transportation, and ensuring that all necessary travel documents are in order. Includes bookkeeping, preparing invoices, processing payments, and keeping accurate records of financial transactions.

UNIVERSITY OF DAR ES SALAAM

MAY 2021 -
MAY 2021

EXCOM ACADEMIC LEADER OF DAR ES SALAAM UNIVERSITY POLITICAL SCIENCE STUDENTS ASSOCIATION (DUPSA)2021-2022

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I had opportunity for practical experience in my career as Leader Where I was responsible at cordinating all academic activities Includes follow up of

LANGUAGES

Swahili
English

examination time table, University students Identification cards preparation and distribution, Handling all Political Science students academic issues

HOBBIES



REFERENCE

Reference name: CAROLINE ROBERT MAGENI

Designation: ADVOCATE

Company Name: DENTONS EAST AFRICA LAW CHAMBER (EALC)

Email: caroline.mageni@dentons.co.tz

Mobile: 0762621044

Reference name: AGNESS MAGUBU

Designation: ADMINISTRATIVE OFFICER

Company Name: MWANZA CITY COUNCIL

Email: Agnessmagubu@gmail.com

Mobile: 0754654942

Reference name: HAMIS SIMBA

Designation: MARKETING OFFICER

Company Name: TTCL PESA LIMITED

Email: hamis.simbah@gmail.com

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