

C U R R I C U L U M V I T A E

PERSONAL PARTICULARS

Surname : SHIWA
First name : EMMANUEL
Middle Name : PAUL
Date of Birth : 16TH JUNE 1985
Gender : MALE
Marital Status : MARRIED
Nationality TANZANIAN
Postal Address: P.O.BOX 95 MBEYA, TANZANIA
Mobile: +255757848521, +255717649276
Email: paulshiwa@gmail.com

OBJECTIVES:

Seeking a position to utilize my Computer Science skills in Languages, Microsoft Visual Basic 5.0 and 6.0, PHP 5, HTML and CSS, C and C++ Languages, data management, Data visualization and Microsoft office. Currently conducting training on the Microsoft Visual Studio 2010 and Monitoring and evaluations tools in an organization that offers professional growth while being resourceful, innovative and flexible in order to achieve organization goals and create mutual benefit.

EDUCATIONAL BACKGROUND

EDUCATION AND PROFFESIONAL BACKGROUND

Year	School/University	Academic Award
2009-2012	Institute of Accountancy Arusha,	Advanced Diploma in Computer Science
2008-2009	Institute of Accountancy Arusha,	Certificate in Computer Science
2001-2004	Meta High School	Certificate of Secondary Education
1994-2000	Kalobe Primary School,	Certificate of Primary Education

WORK EXPERIENCE AND PRACTICAL TRAINING

FROM JUNE 2020 UP TO 30 SEPTEMBER 2025

Company: MKWAWA LEAF TOBACCO LIMITED

Position: NERTWOK ADMINISTRATOR

Tasks performed

- Establishes networking environment by designing system configuration, documenting system standards
- Secures network system by establishing and enforcing policies; defining and monitoring access.
- Configure and install various network devices and services (Routers, Switches, Firewalls, VPN).
- Liaise with vendors and other IT personnel for problem resolution and quotation
- Monitoring system performance and troubleshooting issues,
- Install and configure software and hardware.
- Manage network servers and technology tools.
- Monitor performance and maintain systems according to requirements.
- Upgrade systems with new releases and models Knowledge of system security e.g. intrusion detection system

FROM JULY 2017 UP TO APRIL 2019

Company: VODACOM - COMPUTER INFORMATION SYSTEM CIS

Position: IT SYSTEM ADMINISTRATOR

Tasks Performed

- Add and Remove Users as necessary on Active Directories
- Ensures that all hardware items are operational.
- Ensures the administration and maintenance of computer stations and software for company and provides additional support if necessary.
- Implement and manage aspects of the Vodacom Network environment.
- Maintain and enforce high standards of quality of service and work provided to the business unit.
- Monitor and enforce all Data records are kept up to date.
- Monitor and maintain assets and software register and make sure it's updated accordingly.
- Monitor network traffic between sites.
- Provide support to users on installation and operation of software.
- Recommend hardware & software purchases that comply with Vodacom standard.
- Recover data from backup Server, updating anti-virus, managing backups, imaging, and patching.
- Responsible for Servers, Network remains free of viruses and is operating efficiently.
- Ensures site Asset Inventory file is updated regularly.
- Ensures the file record for Hardware and stock inventory is up to date.
- Facilitate and maintain the backup process with up-to-date record keeping.
- Maintain technical support documentation in accordance with procedures.
- Monitor and maintain the backup and restore logs on the network.
- Provide 1st level System Administration support to the site operations.
- Regular Hardware maintenance

FROM JANUARY 2013 TO 30 APRILY 2017

Company: MBEYA CEMENT COMPANY LIMITED

Position: NERTWORK ENGINEER

Tasks Performed:

- Setting up user accounts and permissions.
- Providing technical support to users.
- Installing and configuring networking hardware and software.
- Managing network security
- Collaborate with other staff in the ongoing definition of network design, services and procedures so as to ensure business continuity;
- Design and install networks and related accessories and equipment;
- Maintain and repair of Network active and passive equipment;
- Analyze network problems, plane and manage preventative maintenance procedures;
- Document and communicate network related problems, solutions and the implementation process;
- Configure network hardware such as servers, routers, and switches.
- Upgrade, repair, and maintain computer networks.
- Troubleshoot various network issues.
- Assist network architects with the design of network models whenever needed.
- Deploy and update company-wide software.

PROFESSIONALITY AND COMPETENCE IN COMPUTER SKILLS

1. Programming Professional Skills:
 - ❖ Microsoft Visual Basic 5.0 and 6.0
 - ❖ PHP 5 and HTML
2. Database Management Systems Skills:
 - ❖ Microsoft Access 2003,2007 and 2010
 - ❖ MySQL Database
3. Network Design and Administration
4. Website designing and Management
5. PC Maintenance

LANGUAGE SKILLS

English : Excellent comprehension, good reading and oral skills, excellent writing skills.

Swahili : oral and written, excellent competence.

REFEREES

Mr. YANDU RAPHAEL BAYO,

CRDB, MANAGER

P.O.BOX 10876

MBEYA, TANZANIA

Mobile number: 0756545351

E-mail: yandubayo@yahoo.com

Mr. KELVIN MWASOTA

VODACOM TANZANIA

P.O. BOX

DAR ES SALAAM, TANZANIA

Mobile: +255754711828

E-mail: kelvinmwasota@gmail.com

Mr. LUSEKELO MWAKALUNDWA

REGIONAL PROGRAM OFFICER-MANYARA

TANZANIA HEALTH PROMOTION SUPPORT (THPS)

+255 756326299

Email, lusekelomwakalundwa@gmail.com

