

Dickson Mugisha Kajwahula
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12th October 2025

To:
The Human Resource Manager
Danvast Career Search
Website: www.careersportal.danvast.com

Dear Sir/Madam,

APPLICATION FOR THE POSITION OF SALES OPERATIONS

I am writing to apply for the position of Sales Operations as advertised by Danvast Career Search. I hold a Bachelor's Degree in Project Planning, Management and Community Development, and I have one year of experience working with DStv Company Limited in the Sales and Marketing Department.

In my previous role, I was responsible for promoting and selling company products, maintaining customer satisfaction, and supporting marketing campaigns that increased client engagement. This experience has equipped me with strong communication, negotiation, and product promotion skills that are essential for success in the fast-moving consumer goods (FMCG) sector.

I am a dedicated and results-oriented individual who thrives in dynamic environments. I am confident that my educational background, combined with my hands-on experience in sales and marketing, make me a strong candidate for this position.

I would be grateful for the opportunity to contribute to your team and discuss how I can help your company achieve its sales goals.

Thank you for considering my application. I look forward to your positive response.

Yours faithfully,
Dickson Mugisha Kajwahula

A. CONTACT INFORMATION

TYPE: PERSONAL CONTACT

PHYSICAL ADDRESS: DODOMA – TANZANIA

POST ADDRESS: P. O. BOX 259 DODOMA, TANZANIA

MOBILE PHONE: +255 774257418 / +255 795457210

E. MAIL: kajwahuladickson2@gmail.com

Key Qualifications: Bachelor of Project Planning, Management and Community Development

A. PERSONAL INFORMATIONS

FULL NAMES	DICKSON MUGISHA KAJWAHULA
DATE OF BIRTH	3 RD NOVEMBER 2001
PLACE OF BIRTH	BUKOBA KAGERA
RELIGION	CHRISTIANITY
MARITAL STATUS	SINGLE
SEX	MALE
NATIONALITY	TANZANIAN
CURRENT RESIDENT	DAR ES SALAAM
PERMANENT RESIDENT	BUKOBA KAGERA
HEALTH STATUS	GOOD

B. PERSONAL PROFILE/PROFESSIONAL SUMMARY

I am a graduate student from the University of Dodoma (UDOM) and I hold a professionalism of Bachelor of Project Planning, Management and Community Development. I have strong ability to perform duties effectively under minimum supervision.

A visionary and impact -driven development practitioner with solid expertise in Project Planning, Community Development, Environmental impact tracking and assessment and Monitoring & Evaluation. Equipped with strong practical skills in designing, implementing, and evaluating community -centered interventions. Proficient in data collection and analysis using SPSS and Kobo Toolbox, coupled with hands -on experience in proposal development, reporting, stakeholder engagement, and digital communication. Committed to fostering sustainable transformation through inclusive approaches, innovation, and people -centered development.

Experienced Security Officer with proven expertise in maintaining safety, access control, and customer service within high-standard hospitality environments. Skilled in CCTV monitoring, emergency response, and front desk coordination, ensuring the protection of guests, staff, and property. Demonstrates strong communication, teamwork, and professionalism in handling both security and receptionist responsibilities to promote a safe and welcoming atmosphere.

C. EDUCATION BACKGROUND

DURATION/ YEAR	EDUCATION LEVEL	INSTITUTION ATTENDED	PLACE/ REGION	AWARDED CERTIFICATES
2022 – 2025	Degree	University of Dodoma (UDOM)	Dodoma	Bachelor of Project Planning, Management and Community Development
2020 – 2022	Advanced Level	Rutabo Secondary School	Kagera	Advanced Certificate of Secondary Education (ACSE)
2016 – 2019	Ordinary level Education	Bujunangoma Secondary School	Kagera	Ordinary Certificate Of Secondary Education (CSE)
2009 – 2015	Primary level	Kansenene Primary School	Kagera	Leaving Certificate of Primary Education

D. WORKSHOP AND TRAINING

- Certificate of Appreciation – Networking for Society Development Organization (2024)
- Certificate in Graphic Design (Canva) – Rock Computer College (2024)
- Certificate in Sexuality, HIV/AIDS, Gender & Life Skills – UDOM & UNESCO (2023)
- Certificate of environmental sustainability - ESCUDOM (2024 -2015).
- Training on Customer caring - Johari Rotana Hotel
- Certificate of appreciation - Gender violence campaign at the University of Dodoma
- Certification of completion of PCCB Training at the University of Dodoma
- JKT Training at 846KJ - Luwa Sumbawanga – Rukwa

E. LANGUAGE COMPETENCY

S/N	LANGUAGE	SPEAKING	READING	WRITING
1.	KISWAHILI	EXCELLENT	EXCELLENT	EXCELLENT
2.	ENGLISH	VERY GOOD	VERY GOOD	VERY GOOD

F. PROFESSIONAL WORKING EXPERIENCES

- Akili Platform Tanzania – Tabora February 2024 – Present
 - Spearheading youth -focused initiatives on education, life skills, and innovation.
 - Coordinating planning, budgeting, implementation, and stakeholder communication.
 - Monitoring KPIs and preparing project updates for donors and beneficiaries.
- M&E Officer (Academic Field Work) Networking for Society Development Organization (NESODO) – Mwanza August – October 2024
 - Led baseline and end -line data collection and reporting.
 - Supported impact assessment of community development programs.
 - Provided strategic input on improving project performance
- Sales and Marketing Officer (Employed) DSTV Company Limited – Bukoba 2023 – 2024
 - Achieved a 25% increase in client subscriptions through tailored outreach strategies.
 - Executed promotional campaigns and coordinated client engagement sessions.
 - Built and sustained strong customer relationships with excellent retention.
- Graphic Designer (Volunteer) Spring of Joy Organization – Dar es Salaam 2025
 - Created branded materials and advocacy visuals for health and empowerment projects.
 - Supported the digital presence and communication efforts of the organization.
- Security Officer (Employed) Johari Rotana Hotel – Dar es Salaam, 2025
 - Led and supervised a multidisciplinary security team, overseeing CCTV operations, and access control and risk management.
 - Maintained customer caring, receptionist and safety of the guests and staff daily.
 - Developed and implemented comprehensive security protocol and emergency response plans.

G. HOBBIES AND INTERESTS

- I am interested in reading books related to my career and other literatures.
- Sports and Recreation activity playing & watching football
- Doing body exercise/ physical exercise
- Praying and Worshiping
- Working with people from different culture
- Guidance and counselling
- Charity and volunteering
- Public Speaking and Broadcasting
- Creative Writing and Content Development
- Media Innovation and Marketing
- Community Engagement and Youth Empowerment

H. INTERPERSONAL/ RELEVANT SKILLS

TECHNICAL SKILLS

- Microsoft Office Suite (Word, Excel, PowerPoint)
- SPSS & Kobo Toolbox for quantitative data analysis
- Canvas for visual storytelling and campaign design
- Internet Research, Online Survey Tools & Report Structuring
- ICT Integration in Community Development

SOFT SKILLS

- Strong public speaking and facilitation skills
- Effective leadership and teamwork abilities
- Critical thinking and problem -solving
- Adaptability in dynamic environments
- Time -conscious, self -driven, and results -oriented
- High emotional intelligence and professionalism

I. CORE COMPETENCIES

- Strategic Project Design & Implementation
- Monitoring, Evaluation & Learning (MEL)
- Proposal Writing & Donor Reporting.
- Environmental tracking and assessment.
- Participatory Rural Appraisal (PRA)
- Community Engagement & Empowerment
- Gender & Youth Inclusion Strategies
- Conflict Resolution & Advocacy
- Data Collection & Statistical Analysis (SPSS, Kobo Toolbox)
- Report Writing & Results -Based Management
- Graphic Design for Development Communication (Canva)
- Safety and security maintenance
- CCTV camera control
- Customer caring

KEY PROJECTS IMPLEMENTED

- “It Suits Me” Project – Empowering young girls through skills and mentorship
- Green Harvest Project – Urban farming to enhance food security and nutrition
- TF-CBT Mental Health Initiative – Supporting trauma recovery in vulnerable youth
- Poultry Enterprise Development – Promoting economic empowerment among women
- Tehama Integration Project – Promoting ICT literacy among rural youth and students

J. KEY ACHIEVEMENTS

- Successfully led five community -based projects with measurable impact across health, education, and livelihoods.
- Developed and presented data -driven reports to stakeholders, enabling evidence -based decision -making.
- Recognized by NESODO with a Certificate of Appreciation for excellence in project monitoring.
- Designed over 50 high -impact visual materials for NGO campaigns and donor reports.
- Boosted DSTV market penetration in Kagera through innovative sales strategies.
- Mentored over 30 community youth volunteers on project implementation and leadership.
- Long achievement and sustainability of the projects through Environmental impact tracking and assessment before project appraisal.
- Enhanced guest satisfaction by 35% through professional customer caring and front desk support — ensuring warm reception, smooth check-in procedures, and immediate response to guest needs while maintaining a secure environment.
- Led a multidisciplinary security and reception team to uphold hotel safety standards, manage CCTV operations, and deliver courteous assistance to guests and staff — resulting in zero major security breaches and consistent positive feedback from visitors.

K. REFEREES

FULL NAMES	OCCUPATION, ADDRESS AND CONTACTS
DR FRANK P MENDA	LECTURER AND FIELD COORDINATOR THE UNIVERSITY OF DODOMA 0717374743 frankps123@yahoo.co.uk P .O.BOX 259 DODOMA TANZANIA
RHOGAT RAZALO	CHIEF EXECUTIVE OFFICER AKILI PLATFORM. 0626 551 859 rhogatrAZALO@gmail.com P .O.BOX 25, TABORA,TANZANIA
DESDERY PETER	CHIEF EXECUTIVE OFFICER SPRING OF JOY ORGANISATION 0613702809 springsofjoy22@gmail.com P .O.BOX 9898, IBAZI STREET, MSASANI, KINONDONI DAR ES SALAAM, TANZANIA

D ECLARATION

I, DICKSON MUGISHA KAJWAHULA, I declare that the information given above is true and mine, complete and correct to the best of my knowledge and belief. I declare to be responsible for any false statement in this curriculum vitae.

SIGNATURE

D. M. Kajwahula

DICKSON MUGISHA KAJWAHULA