**CURRICULUM VITAE**

# 1.0 PERSONAL DETAILS

Surname: Juma 

First name: Mzee

Sex: Male

Date of birth: 06/06/1990

Place of birth: Mkuranga, Pwani

Nationality: Tanzanian

Religion: Muslim

Marital status: Single

# 2.0 CONTACT DETAILS

Postal addresses: P.o.box 70 Mkuranga

Mobile: 0716375646/0683636980

Email address: **jumamzee10@gmail.com**

# 3.0 EDUCATIONAL QUALIFICATIONS

|  |  |  |
| --- | --- | --- |
|  PERIOD | INSTITUTION NAME |  AWARD |
|  2014-2017 | Archbishop James University College (SAUT- Songea) | Provisional results |
|  2012-2014 | Temeke teachers resources centre | Advanced certificate of secondary education examination |
|  2008-2011 | Mwarusembe secondary school | Certificate of secondary educationexamination |
|  2001- 2007 | Mwarusembe Primary school |  |

# 4.0. CAREER OBJECTIVES

* To be able to work in an organization where my knowledge and skills will be utilized to effectively contribute towards the company’s or organization’s goals.
* To add value of my professional quality by upgrading and shaping up my career so as to serve my community in the highest standards of professionalism through utilizing my personal skills and knowledge.
* Create a field in which my colleagues can learn to achieve higher standards of performance.

#  5.0 PERSONAL PROFILE

* High personal integrity and honest
* Self-aware, ambitious and always seeking to learn and grow professionally
* Persistent and flexible to meet set beneficial plans and personal goals
* Creative, problem solver and accountable for my actions
* Team builder, quick learner and adhering to ethical standards

# 6.0 WORKING HISTORY AND TRAINING

**EXAMPLES**

**A) July-September2016 – Block Teaching Practice trainee at Frankweston Secondary School**

Responsibilities;-

* Preparing schemes of work for Basic Mathematics
* Preparation of lesson plans
* Lesson delivery and learning facilitation
* Classroom management and organization
* Making classroom assessments through quizzes, tests and examinations
* Preparing and reporting students’ academic progress

**B) July-September 2015 – Block Teaching Practice trainee at Ubena Secondary School**

Responsibilities;-

* Preparing schemes of work
* Preparation of lesson plans
* Lesson delivery and learning facilitation
* Classroom management and organization
* Making classroom assessments through quizzes, tests and examinations
* Preparing and reporting students’ academic progress
* Field report writing

# 7.0 LEADERSHIP HISTORY AND EXPERIENCE

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Position** | **Place** | **District** | **Period** | **Award** |
| Minister of health, food and environmental affairs |  SAUT Songea | Songea | 2016-2017 | Certificate of leadership |
| Vice public relation officer of PCCB Club | SAUT Songea | Songea | 2016-2017 | Certificate of leadership |
| Prefect of enjoyment and entertainment | Mwarusembe secondary school | Mkuranga | 2009-2011 |  |
| Prefect of environmental affairs | Mwarusembe secondary school | Mkuranga | 2008-2009 |  |

# 8.O RELEVANT SKILLS

**Technical knowledge and skills**

* Basic principles of management skills
* 21stcentury technological and pedagogical (teaching and learning) approaches skills

**Computer skills**

* Basic skills in Microsoft Office Packages-Microsoft Word and Microsoft Publisher.
* Internet and Email Access skills

**Communication and leadership skills**

* Strong intra and interpersonal communication skills
* Good presentation skills
* Strong leadership skills

# 9.0 LANGUAGE PROFICIENCY

**Kiswahili** **English**

Reading Reading

Writing Writing

Speaking Speaking

Listening Listening

# 10.0 INTERESTS AND HOBBIES

* Reading books, newspapers, Socialising and meeting new people, friends professionals and others to gain their experiences in various fields
* Watching movies and football
* Listening to and watching educative mass media channels

# 11.0 REFEREES

|  |  |  |  |
| --- | --- | --- | --- |
| **1.Henry Joseph Kunda** | **2.Shadruck John** | **3.Abdallah Mapande** |  **4.Rajabu Jongo** |
| My teacher | Closed friend | My brother | My brother |
| Teacher at Mwarusembe Secondary school | Teacher at NgengeSecondary school |  Kikoo Village Executive |  Private worker |
| P.o.box 70 Mkuranga | P.o.box 227 Muleba | P.o.box 10, Mkuranga |  P.o.box 10 Mkuranga |
| 0655290372/0784290372 | 0787586173 | 0659251699 |  0789346096/0675648926 |

# 12.0 DECLARATION

Iundersigned**,** do hereby declare and certify that, to the best of my knowledge and belief, the information provided above is correct.

 Signed at Dar es Salaam on 18 /08/ 2017.

 

**Mzee Juma**