

CURRICULUM VITAE.

1.0: PERSONAL DETAILS.

SURNAME : MWOLEKA
MIDDLE NAME : GEOFREY
FIRST NAME : JOSEPHAT
DATE OF BIRTH : 1TH MAY 2004.
PLACE OF BIRTH : DAR-ES-SALAAM, TANZANIA.
SEX : MALE
NATIONALITY : TANZANIAN
MARITAL STATUS : SINGLE
LANGUAGES : ENGLISH & SWAHILI

2.0: CONTACT ADDRESS.

HOME ADDRESS : P.O.BOX 45425, TEMEKE, DAR-ES-SALAAM.
TELEPHONE : +255 693 665 301
E-MAIL ADDRESS : josephatmwoleka@gmail.com

3.0: EDUCATION BACKGROUND.

<u>YEAR</u>	<u>SCHOOL ATTENDED</u>	<u>AWARDS</u>
2024-2027	UNIVERSITY OF DAR ES SALAAM	<ul style="list-style-type: none">• Bachelor of Commerce in Accounting (in progress)
2024-2022	KIBAHA SECONDARY SCHOOL	<ul style="list-style-type: none">• Advance Certificate of Secondary Education.• Certificate of Recognition from UWEZO CLUB• Certificate of Recognition from Tax Club (TRA)
2021-2018	HELASITA SECONDARY SCHOOL	<ul style="list-style-type: none">• Ordinary Certificate of Secondary Education.• Computer Certificate
2011-2017	ST MARY INTERNATIONAL ACADEMY	<ul style="list-style-type: none">• Primary School Leaving Certificate

4.0: WORK EXPERIENCE.

<u>NAME OF INSTITUTION</u>	<u>DURATION</u>	<u>DUTIES</u>
TWINS STATIONERY-DAR ES SALAAM	From December 2021 to June 2022	<p>Assistant Secretary</p> <p>Duties include:</p> <ul style="list-style-type: none">• Product sales & customer assistance.• Designing custom wedding cards, business cards and letterheads.• Printing services that are; printing, lamination, photocopy and binding.• Preparing and requesting Tax payer Identification (TIN) number and police reports online• Creating local business profiles pages, maintenance services of websites, creating blogs and news sites and simple websites for local businesses.
LIKELY PRODUCTS-DAR ES SALAAM	From May 2024 to date	<p>Department of Production and Marketing</p> <p>Duties include;</p> <ul style="list-style-type: none">• Production of all products.• Advertisement of all products.• Delivery of goods to customers.• Represent company at events.• Finding the best media matches for clients.• Store maintenance <p>Department of Accounts and Finance</p> <p>Duties include;</p> <ul style="list-style-type: none">• Record keeping of sales and stock.• Cash management.• Managing accounts payable and receivable.• Preparations of budgets and forecasting.

5.0: SKILLS.

- ❖ Computer skills. Being able to run the following Microsoft Office applications (MS Word, Excel, Publisher, PowerPoint), Internet, E-mail, Multimedia and web development and design.
- ❖ Communication skills and teamwork. Ability to communicate with various people in different situation either English or Swahili language.

6.0: REFEREES.

Mr. Danstan Nyakamo
Lawyer
P.O. Box 11400 DSM
danstannyakamo@gmail.com
+255 784 373 317

Ms. Janeth Geoffrey
CEO
LIKELY PRODUCTS
Geofreyjaneth50@gmail.com
+255 654 703 379