# **CURRICULUM VITAE**

**CHARITY SIMON ODEMBA**

## **PERSONAL INFORMATIOn**

Names : Charity Odemba

Date of birth : 7th March, 1998

Gender : Female

Marital status : Single

Nationality : Tanzanian

Language : Kiswahili and English

Phone : +255 747 659 690 || +255 624 483 462

E-mail : odembacharity@gmail.com

## **CAREER OBJECTIVE**

My career objective is to obtain a position at a competitive organization / institution so as to contribute much to the goals of the organization and personal career growth

**EDUCATIONAL BACKGROUND**

|  |  |  |  |
| --- | --- | --- | --- |
| **YEAR** | **INSTITUTE / SCHOOL** | **AWARD** | **LOCATION** |
| 2017– 2019 | National Institute of Transport | Advanced Diploma in Procurement and Logistics Management | Dar es salaam |
| 2015 – 2017 | Miono High School | Certificate of Advanced Secondary Education (CBG) | Pwani |
| 2011 – 2014 | Joyland Girls Secondary School | Certificate of Secondary Education | Kilimanjaro |
| 2004– 2010 | Babati Primary School | Certificate of Primary Education | Manyara |

## **TRAINING and field experience**

**February – April 2018; Field attachment (Practical training) at Mantrack Company in Mwanza Department**: Warehouse

**2019 : Temporary job as Cashier, at VGK Company Limited in Dar es Salaam**

**2017 : Worked at Upendo stationary in Kahama Shinyanga**

## **LEADERSHIP EXPERIENCE**

|  |  |
| --- | --- |
| 2018 – Currently | **Treasurer** at YOUTH CULTURAL TOURISM PROGRAM IN TANZANIA |
| 2018 | Member of Procurement and Supply Students Association (PSA) |
| 2013– 2014 | Time Keeper at Joyland Girl's Secondary School in Same, Kilimanjaro |
| 2008 – 2010 | Class Representative at Babati Primary School |

## **personal ability and skills**

I am a person with strong characters including:

* Leadership skills
* I am a hard worker, reliable and self disciplined.
* I also believe in team work, because through teamwork I have a chance to correct myself, learn and adapt useful ideas and skills from my colleagues.
* Good Computer knowledge in MS Excel, MS Word
* Ability to analyse issues and provide practical solutions within set deadlines

## **HOBBIES**

* Sports
* Travelling and tours
* Watching New Discoveries

## **REferees**

1. JACQUILINE DANIEL

VGK COMPANY LIMITED

+255 756 041 476

Dar es Salaam, Tanzania

1. SHABANI JUMA

Lecturer at NATIONAL INSTITUTE OF TRANSPORT

+255 717 387 899

Dar es Salaam, Tanzania

## **CERTIFICATION**

I, the undersigned certify to the best of my knowledge that the provided data are mine, valid and correct.

**Charity Simon Odemba.**