

**DEBORAH MESHACK**  
**Address, Dar es salaam.**  
**Mobile 0692 465 546.**  
**Email: deborahmeshack6@gmail.com**

### **Personal profile**

**Nationality**           Tanzanian  
**Sex**                    Female  
**Birth**                 15/12/1989  
**Marital status**       single

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### **Professional Profile**

I am an articulate and dedicated professional looking to progress my career within a rewarding and challenging environment. Quick to learn and taking pride in carrying out tasks to the best of my ability. Recent work experience being a communication officer at National Audit Office Tanzania and other experience from Ministry of Foreign Affairs and East Africa Co operation along with my education has enabled me to acquire and develop excellent communication, intellectual, programming and Diplomacy skills at all levels. A natural team player with the ability to build strong internal and external relationships, A proactive individual with logical approach to challenges, I perform effectively even within a highly pressurised working environment.

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### **Objective**

I am now looking for a new and challenging position, one which will make best use of existing skills and experience yet enable further personal and professional development.

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### **Education and Qualifications**

**Bachelor degree:** Center For Foreign Relations (2016-2019), International Relations and  
Diplomacy.

**Diploma:** Center For Foreign Relations (2014-2016), accumulated a diploma  
Certificate.

**Certificate:** Centre For International Relations (2013\_2014), accumulated a certificate

**O level:** Kiluvya Secondary School (2004-2007), accumulated a secondary certificate.

**Primary: KimaraB** Primary School (1997 -2003), accumulated a primary certificate.

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## Career Summary

Internship program at controller and auditor general as a communication officer (**April 2016-August 2016**)

- Duties includes File Management
- Keeping progressing and maintaining order
- Perform other appropriate duties upon request by my boss
- Communication and coordination

Field work program at the Ministry of Foreign affairs and East African Co operation April 2018-August 2018)

### Duties

Self determination skills and  
Conduct.  
Writing diplomatic letters  
preparing meetings

## Further Skills

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**Typing:** I can type really fast and deliver on time the required work.

**Computer:** Software and hardware components I understand and I can perform to the maximum

Ability dealing with programs such as Microsoft word, excel, access, and office.

**Teamwork and co operative skills.**

**Listening skill**

**Languages:** Fluent in Kiswahili and English ,Chinese and French.

## Personal Details

**Health:** Excellent;

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## Interests and Activities

**Currently include:** Travelling, Cinema, Gardening, watching news, reading newspapers, reading novels

**PERSONAL ATTRIBUTES:**

I am Smart, talented, creative, hardworking, self motivated, honest and Social. I never give up easily on problems and challenges until solutions are obtained. I am a quick learner too.

**REFERENCES:**

Kiluvya Secondary School.

Centre For Foreign Relations.

National Audit Office

Ministry of Foreign Affairs and East Africa Cooperation

**Declaration:** I Deborah Meshack declare that the information given above is true and eligible according to my understanding.

**Signature**

.....d.meshack.....

**Deborah Meshack**