

CURRICULUM VITAE (CV)

PERSONAL PROFILE

Name	Pawa, Mwafihi Mohammed
Gender	Female
Date of birth	3 rd July 1991
Place of birth	KIBAHA, Coast Region- Tanzania.
Residence	DODOMA.
Marital status	Married
Nationality	Tanzania
Languages	English and Swahili
Contacts	Mobile: +255 655 567 506/+255 782 567 506 P.o.box 2802,DODOMA Email: mpsweetydada@gmail.com

EDUCATION BACKGROUND

- **BACHELOR DEGREE:** TANZANIA INSTITUTE OF ACCOUNTANCY (T.I.A), DAR ES SALAAM
Year of study: (2013-2016)
AWARDS: Bachelor degree of Procurement and Logistics Management
- **DIPLOMA:** TANZANIA INSTITUTE OF ACCOUNTANCY (T I A), DAR ES SALAAM
Year of study: (2011-2013)
AWARDS: Diploma in Procurement and Logistics Management
- **BASIC CERTIFICATE:** TANZANIA INSTITUTE OF ACCOUNTANCY, MTWARA.
Year of study: (2010-2011)
AWARDS: Basic Certificate of Procurement and Logistics Management.
- **ORDINARY SECONDARY:** TUMBI SECONDARY SCHOOL, KIBAHA COAST REGION
Year of study: (2005- 2008)
AWARDS: Certificate of Secondary Education
- **PRIMARY EDUCATION:** MKOANI PRIMARY SCHOOL, KIBAHA COAST REGION.
Year of study: (1998- 2004)
AWARDS: Certificate of Primary Education.

BASIC COMPUTER KNOWLEDGE

- Ms word & Excel
- Ms Power point
- Internet

CARRIER OVERVIEW

PRACTICAL TRAINING. Held at Regional Secretary Office (RAS) Coast as assistant Procurement of Procurement Management Unit for two months.(From 2 July -4 September 2012)

ASSISTANT PROCUREMENT OFFICER- Internship at Regional Administrative Secretary (RAS) - Coast for one year. (From 2013-2014)

INTERNSHIP : Held at National Identification Authority (NIDA)SIKONGE- TABORA as Registration Officer (From January 2017-October 2018)

EMPLOYMENT CONTRACT: Held at National Identification Authority (NIDA) TABORA, as Document Scanner & Document Approval Personnel, (From 30 Nov 2018- 30 Dec 2019)

COMPETENCE

- I'm able to work under pressure with minimum supervision.
- Good communication and managerial skills.
- I'm very innovative person.
- Unquestionable honest, integrity and ethics

REFEREES

- **HALIMA YUSUPH**
SECURITY GUARD AUTHORITY,
DODOMA.
MOBILE PHONE: +255 652 078 443
Email: halimayuzo97@gmail.com

- **MR. FRANK MCHOMVU**
PROCUREMENT MANAGEMENT UNIT-COA
P.O.Box 30080,
Kibaha-Coast
MOBILE PHONE: +255 712 851 261/+25 5784 773 276
Email: franksebela@yahoo.com

- **MWATUMU MWEMBA**
TANZANIA INSTITUTE OF ACCOUNTANCY
P.O.Box 9522,
Dar es salaam, Tanzania.
MOBILE PHONE: +255 715 630 482
Email: mwembamwatumu@yahoo.com

DECLARATION

I, Mwafihi Pawa, I hereby declare that, all the information provided herein is absolutely true to the best of my knowledge.

M.Pawa
03RD March 2020