



# Hudhayfa Sizya Maulidi

## IT Technician

📍 Kinondoni., Dar Es Salaam, Tanzania    ✉ hudhayfa14@gmail.com    ☎ +255 711617991    📅 14/01/1996

💍 Married    🇹🇿 Tanzanian    🐦 [twitter.com/hudhayfa14](https://twitter.com/hudhayfa14)    👤 Male

### Profile

- Driven to learn and develop professionally while helping the team achieve business objectives and meet customer needs. Good communication, organizational and multitasking abilities.
- Organized and motivated employee eager to apply time management and organizational skills in various environments. Seeking entry-level opportunities to expand skills while facilitating company growth.
- Enthusiastic Admissions Officer valuing opportunities to work with prospective students and guardians. Strategic thinker with various talents, including communication skills.
- Reliable Secretary driven to promote operational efficiency through advanced administrative and decision-making abilities. Insightful and productive team member with active communication skills. Employs flexible approach to resolving daily issues.

### Interests

Technology, Football (Soccer), Reading, SEO, Travell, Swimming

### Education

**Certificate in Computing and IT,**  
*Open University Of Tanzania*  
present | Tanzania

**Islamic Education and Quran Memorization,**  
*Abu Darda Islamic College*  
2015 – 2017 | Durban, South Africa

**Diploma in IT in Network Management,**  
*Rosebank College*  
2015 – 2016 | Durban, South Africa

**Ordinary Level Education,**  
*Mchanganyiko Secondary School*  
2010 – 2013 | Dar Es Salaam, Tanzania

**Primary Education,**  
*Al-Furqaan English Medium School*  
2006 – 2009 | Dar Es Salaam, Tanzania

**Pre & Primary Education,** *Mtambani Islamic School*  
2002 – 2005 | Dar Es Salaam, Tanzania

### Skills

Good communication - written and oral skills,  
Working collaboratively, Effective interpersonal skills,  
Active listening, Multitasking,  
Computer configurations, Record Keeping

## Languages

Swahili	● ● ● ● ●
English	● ● ● ● ●
Arabic	● ● ● ● ●
Turkish	● ● ● ● ●

## Personality

Communicative	■■■■■
Organized	■■■■■
Creativity	■■■■■
Punctuality	■■■■■
Flexibility	■■■■■
Patience	■■■■■
Problem Solving	■■■■■

## References

**Dr. Fatma Manzi**, Ifakara Health Institute (IHI)  
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**Mr. Ahmed Mubarak Hassan**, IT Officer,  
Zanzibar Feza Schools  
amdbarak@gmail.com, +255652543490

**Mr. Rajab Juma Rajab**, Academic Master,  
Zanzibar Feza Schools  
+255776112266

**Mr. Fareed Somea Mushangani**, Technician, GeoGps  
Atrash022@gmail.com, +255621001186

## Organizations

**Bahari Devs**, Co-founder  
2020 – present | Zanzibar, Tanzania

**Youth Empowerments Organization**, Member  
Zanzibar, Tanzania

## Professional Experience

**Secretary, Admission & Assistant IT Officer**,  
Zanzibar Feza Schools

11/2018 – present | Zanzibar, Tanzania

- Maintained organized filing system of paper and electronic documents.
- Coordinated communications, including taking calls, responding to emails and interfacing with clients.
- Established clear and consistent administrative procedures to minimize errors and avoidable delays.
- Maintained office safety by screening visitors, updating logs and issuing temporary passes.
- Updated logs and computer records with latest customer and job details.
- Worked closely with all members of admissions staff to optimize application review process.
- Participated in one-on-one meetings with prospective students to discuss admissions process.
- Mobilized communication with other departments in support of enrollment and organized admissions events, registration, information sessions and classroom shadowing.
- Collaborated with teachers to understand and improve classroom conditions.
- Boosted registrations 80 % by improving promotional, outreach and parent engagement strategies.

**Assistant Technician**, Ardhi University

01/2018 – 07/2018 | Tanzania

- Helped electricians and carpenters complete advanced repairs to equipment, components and systems.
- Performed simple and semi-skilled work with minimal supervision.
- Worked from complex and detailed manufacturing documentation and verbal instructions.