



# SAMWEL JONAS MSULWA

## INFORMATION TECHNOLOGY SPECIALIST

### PROFILE

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Address  
Dodoma, Tanzania (Chamwino,  
P.O Box 402)  
Nationality  
Tanzanian  
Marital Status  
Single

### EDUCATION

**Bachelor of Commerce in  
Information Management**  
University of Dodoma  
2019-2022

**Advanced Certificate of  
Secondary School  
Examination**  
Njombe High School  
2017-2019

**Certificate of Secondary  
School Examination**  
Chamwino Secondary School  
2013-2016

### CORE SKILLS

- Information System Project Management
- Basic Web Programming
- Knowledge Management
- Digital Economics
- Innovation Management
- Strategic Business Planning

### ADDITIONAL SKILLS

- Microsoft Excel (VBA, Data Entry, VLOOKUP, etc.)
- Microsoft Word (Document Formatting & Proof-reading)
- Microsoft PowerPoint (Slides Formatting, Slides Presentation, Presentation Recording, etc.)

### LANGUAGES

Swahili: Native Proficiency  
English: Conversational Proficiency

### CARRER OBJECTIVE

I am looking for an entry-level Information Technology job and willing to share my expertise and knowledge with other members of the Information Technology team as well as making my presence value additive to the organization.

### WORK EXPERIENCE

- Aug – Sept 2021      Practical Training – Information Technology Trainee  
NMB Bank – Bahi Branch
- Key Deliverables
- Assisted customers in filling deposit and withdrawal slips.
  - Assisted customers in opening bank accounts.
  - Assisted customers in checking if their accounts are active.
  - Assisted customers in making TISS Funds transfer.
  - Photocopying and scanning of documents.
  - Checking customer's details (Know Your Customer).
- Aug – Sept 2022      National Census -Census Clerk  
Dodoma, Chamwino
- Key Deliverables
- Counted all the people who slept within the boundaries of the census area.
  - Collaborated with the supervisor and local leaders in undertaking all census duties assigned.
  - Registered all the residential addresses in the respective area within the stipulated time.
  - Posted all the daily collected information on the Census Management Information System.
  - Reported to the Census Supervisor on the implementation challenges of the Census responsibilities.

### REFERENCES

MR. ALEX WILLIAM KILATU  
Officer at PCCB  
Phone: +255 765 882 080  
Email: alekmwakilatu@gmail.com

MR. BENSON LEONARD MWANDE  
Bank Officer at NMB Bank – Bahi Branch  
Phone: +255 713 850 445  
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MS. SUBIRA MWALUMULI  
Senior State Attorney at The National Prosecutions Services  
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