

**Name: ANITHA SAMUEL NYARUGEZI**

**Address: P.O. BOX 69342 DAR ES SALAAM, TANZANIA**

**Mobile: +255765586333**

**E-mail: anithanyarugezi1@gmail.com**

### **PERSONAL PARTICULARS:**

**Sex : Female**  
**Nationality : Tanzanian**  
**Marital Status : Single**

### **PROFILE**

Dedicated, motivated and determined in Bachelor of Arts with education graduate but with the good knowledge concerning teaching skills and management system as well as fundamental understanding of the environment, social principles and the relationship of both in the real world. Always looking forward to develop and advance myself at my place of work, with the ability to absorb knowledge and skills. I prefer teamwork for sustainable achievement of personal goals with great communication and interpersonal skills with different people of different cultures in any environment.

### **ACADEMIC QUALIFICATION**

2015-2018 **UNIVERSITY OF DAR-ES-SALAAM**  
Bachelor of Arts with education

2013-2015 **KIBONDO GIRLS SECONDARY SCHOOL**  
Certificate of Advanced level Secondary Education  
(Geography, History and Language)

2009 -2012 **MOTHER TERESA OF CALCUTA SECONDARY SCHOOL**  
Certificate of Ordinary level Secondary Education

### **EXPERIENCE**

**January 2017-March 2018**

**Administrator at Eshoptz**

- Over watch the day to day office operation
- Managing financials including cash flows
- Analyzed new projects and investment opportunities for the company
- Train new workers on how to adapt company mission and goals
- Involved in administrative decision making including hiring process
- Budgeting for company spending
- Involved on pricing product decision making
- Involved in marketing campaign on different segments and products

**August 2016- September 2016**

**Substitute teacher at Brilliant Secondary School**

- Helped students to achieve their goals academically
- Helped students with regular exercises to meet their goals at school
  
- Managed to work with correspondence to the working environment and assisted the school principle with administration duties

**2014-2015**

**Class Leader at Kibondo High School**

- Helped student to achieve highest score and break record
- Organized students into team work that resulted in positive outcome
- Honored a leadership award
- Able to resolve issues between school and students including conflicts

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## **PERSONAL SKILLS**

- Communication skills
- National service recruitment
- Competent in Literature studies
- Organization skills
- Interpersonal skills
- Leadership skills
- Graphic design
- Javascript
- Python
- Java

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## **LANGAUGE**

- English- Excellent
- Kiswahili - Excellent
- French - Good
- Spanish - Fair

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## **INTERESTS**

- Hiking
- Reading
- Gardening
- Event Planning
- Fashion
- Photograpy
- Writing
- Basketball
- Public Speaking
- Travelling

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## REFEREES

BONAVENTURE MHONDA

**CEO Eshoptz**

**Oysterbay, Dar-Es-salaam**

Office; +255 716 212 899

Cell; +255 652 791 967

EMMANUEL KWEKA

**Principal internal auditor**

**Tanzania Ports Authority**

**Dar-Es-salaam**

**+255 752 076 448**

ALLY BITEBO

**System Administrator**

**University of Dar es Salaam**

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