

CURRICULUM VITAE

PERSONAL INFORMATION

Name: Musa Timoth Lwimbo

Date of Birth: 13th, April 1999. **Sex:** Male. **Nationality:** Tanzanian

Marital status: Single

P.O Box 1006, ARUSHA, Tanzania

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Carrier profile

Qualified participatory project planning and management, project planner, Trainer, project consultant with experience. Academically, holder of Bachelor degree in participatory project planning and management with first class.

In the past month I was working with several organization, performing various assignments, including planning Development project, Monitoring and Evaluating various development project and Project Consultancy.

During my career in various areas, I have aided as a Managing Partner of several non-governmental organization, and governmental organization including District offices at planning department

ACADEMIC BACKGROUND

AWARD	AWARDED BY (SCHOOL/ COLLEGE/UNIVERSITY)	YEAR OF STUDIES	GPA/ Division
Certified Bachelor degree in participatory project planning and management (BPPM)	Tengeru Institute of Community Development (TICD)	2019-2022	(First class)
Certified Advanced Certificate of Secondary Education	Kawawa JKT High School	2017-2019	Div. 1

Certificate of Secondary Education	Itona secondary school	2013-2016	Div.iv
Certificate of Primary Education	Igulusilo primary school	2007-2012	

ACADEMIC ACHIEVEMENT

During the period of studies, several studies were conducted and achieved, one among of them was based on conducting research titled: Assessment of the factors affecting community members on managing water resource: at Akheri ward in Meru district council 2022, in which the main concern of the research was to determine the factors affecting community members on managing water resources on their areas

NOTABLE AWARDS

AWARD	AWARDED BY	DATE OF AWARD
Best leader	Kawawa JKT High School.	2019

PROFESSIONAL SKILLS AND COMPETENCIES.

During few months of the professional practice and studies, I have gained a level of competence with regard to the project planning, monitoring & evaluation, project financing and Academics.

PLANNING.

Expertise in project planning and management brings the ability to formulate organizational, project, and financial plans. Through various planning assignments. I have developed the great ability to formulate Strategic plans, project plans, and financial projections relevant for project formation, project expansion. planning ability is described in terms my ability to perform situation analysis, SWOT analysis, risk assessment, community needs assessment and objectives formulation.

IMPLEMENTATION

Ability to deal with projects is high in terms of understanding and interpreting tools for project implementations including, Gantt chart, work break down structure, Project Evaluation and Review Techniques (PERT).

OTHER SKILLS.

Apart from the professional skills, several skills are horded as listed below, which are relevant in accomplishing professional and non-professional assignments. Some of these skills have been gained through arranged trainings, and others on conducting various field of studies.

- ❖ Skills to use and apply Office Applications in performing multiple professional tasks. like conversant in using Microsoft Word, Microsoft PowerPoint, and Microsoft Publisher and Microsoft Excel.
- ❖ Skills on the basic to use SPSS.
- ❖ Communication skills, skilled in making official communications and correspondences, including writing official letters, and various offices documents.
- ❖ Problem solving skills, through the use of methods and techniques used on solving conflict
- ❖ Basic in graphics designing.

PROFESSIONAL EXPERIENCE.

During the studies and after studies I have been working with a number of entities with a diversity of activities. Qualified experience validates career growth, and competence development. Below are selected experience references.

ORGANISATION: Mufindi District Council Offices.

POSITION: Assistant project planner at planning department office.

DURATION: April 2021 to August 2021.

OBLIGATIONS AND RESPONSIBILITIES PERFORMED

- i. Facilitating Planning Process of Council Development Plan and projects.
- ii. Facilitation Project Monitoring and Evaluation.

- iii. Preparation of Social- Economic profile, data collection, analysis and replication.
- iv. Coordination of all development initiatives and Reporting in the Council.
- v. Monitoring progress of Community development projects.
- vi. Drafting different Documents as for Departmental requirements
- vii. Conducting field visit for assessing the operations of Civil Society Organizations and capacity building.
- viii. Support other staff in planning, organizing and implementing day to day activities
- ix. Supporting the Preparation of Monthly and Quarterly reports for the council

ORGANISATION: Credo leather products.

POSITION: intern assistant project manager.

DURATION: August 2022 to April 2023.

OBLIGATIONS AND RESPONSIBILITIES PERFORMED

- I. Planning and execution of production process
- II. monitoring quality standards and costs and provide administrative support
- III. procuring raw materials and equipment
- IV. ensuring effective production of leather products
- V. assigning materials and equipment
- VI. preparing of production schedule
- VII. preparing cost estimate for materials, and equipment
- VIII. resolving labors disputes where needed

LANGUAGES

- ❖ English Excellent in speaking, writing and reading
- ❖ Swahili Fluent in writing, speaking and reading (Native)

HOBBIES

- ❖ walking
- ❖ Using computer
- ❖ Reading magazine and news paper

REFEREES

Mr. Iman Mwakyoma

- ❖ Statician.
- ❖ Mufindi District Council offices.
- ❖ P.O. Box 144 Mufindi
- ❖ Email. mwakyomaimani@gmail.com
- ❖ Cell phone: +255757243683

Eng. Joel Azaria Gomba

- ❖ CEO
- ❖ Credo leather products
- ❖ P.O.BOX 250, TARIME
- ❖ Cell phone :0754295227

Sir Dickson Utonga MA. Economics

- ❖ Lecturer
- ❖ Tengeru Institute of Community Development
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CERTIFICATION

Absolutely, I declare, the undersigned hereby, to the best of my knowledge and belief, this profile correctly describes my qualifications and experience.