



CURRICULUM VITAE OF PASCHAZIA S KALATUNGA

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Personal Details

Name	Paschazia Sylvester Kalatunga
Date of Birth	16/09/1991
Sex	Female
Marital Status	Single
Nationality	Tanzanian
Place of Birth	Morogoro
Lives in	Dar es salaam
National ID	19900916-67311-00001-17

PROFILE

I am a highly self-motivated person who is looking to kick starts of my career in a growing and challenging working environment where I can fully exploit my potential and be able to deliver to the bottom-line, to constantly upgrade my knowledge and skills and make a difference in whatever I do.

Language Proficiency

Language	Speak	Read	Write
Kiswahili	Very good	Very good	Very good
English	Very good	Very good	Very good

Academic Background

Durati on	Institution Attended	Award	
2018 - 2021	Mzumbe university,	Bachelor of Library and Information management.	GPA.3.1
2013- 2015	School of Library, Archives And Documentation Studies (SLADS)	diploma in library, record and information studies	GPA: 3.6
2012- 2013	School of Library Archives And	Certificate in library study,	GPA: 3.1

	Documentation Studies (SLADS)		
2006-2009	Mbeya Secondary School	Certificate of Secondary Education (CSE)	DIV: 4
1999-2005	Soromoni Malangu Primary School	Certificate of Primary Education (CPE)	GRADE: B

Work Experience

Institution/Organization/location	Position	From	To	Responsibility
Mbeya Reginal Library	Library Assistant	July 2013	Sept 2013	<ul style="list-style-type: none"> - Sorting and shelve books according to their categorization - Registering new patrons and maintain and update their profiles - Maintaining records of books taken out and books brought back - Catalog new arrivals - Assisting guests with internet access and ensure their technical needs are met
Sokoine University of Agriculture (SUA)	Library Assistant	May 2014	July 2014	<ul style="list-style-type: none"> - Keeping accurate records for all daily transactions - Organize the repair of damaged books - Inspecting the condition of books before and after check-out to ascertain any damage on behalf of the customer - Managing inquiries over the counter and via email or telephone

Dar es salaam Reginal Library	Library Assistant	Nov 2020	April 2021	<ul style="list-style-type: none"> - Sorting and shelving books according to their categorization. - Register new customers and maintaining and updating customer profiles. - Maintaining records of books taken out and books brought back. - Cataloging new arrivals. - Assisting customers with internet access and ensuring their technical needs are met. - Organizing the repair of damaged books. - Inspecting the condition of books before and after check-out to ascertain any damage on behalf of the customer
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Training and Workshop

Name of Training	Institution	Duration	
Introduction to Computer	Mzumbe University	2018	2018

Skills

✓ Communication skills
✓ Problem-solving skills
✓ Computer knowledge: Microsoft Office, Google Drive, Spread Sheets, Email, Presentation, Social Media, Web
Timemanagement skills
✓ Conflict Management skills
✓ Teamwork skills
✓ Investigation skills
✓ Flexible and team building
✓ Protocol and Etiquette
✓ Leadership skills.
✓ Community Relations and Counselling

Interests

Watching News, Teaching, helping others, social networks, creative writing, music, reading books, football and Travelling.

Referees

Name	Institution/Organization	Position	Contacts
Judith Mutta	Mzumbe University	clerk	Tel: +255716389393
Mary Turuka	Mzumbe University	Librarian Assistant	Tel:+255653221108
Lucas Mabondo	JWTZ	Instructor	Tel: +255654600090

Declaration

I, **PASCHAZIA SYLVESTER KALATUNGA** do hereby declare and state that, the information given on this curriculum vitae is true to the best of my knowledge.



PASCHAZIA SYLVESTER KALATUNGA