

CURRICULUM VITAE

PERSONAL PARTICULARS

- **Surname** Kamuhabwa
- **Middle name** John
- **First name** Honoratha
- **Sex** Female
- **Date of Birth** 11 January 1966
- **Nationality** Tanzanian
- **Marital status** Single
- **Language** Good in written and spoken English and Swahili.

CONTACT ADDRESS

- **Postal address** P.O. Box 0, Chato.
- **E-mail Address** kamuhabwahonoratha@gmail.com
- **Phone number** +255 684 130 642.

PERSONAL PROFILE

I graduated secondary school level of form four, then 1990 I started working at TANZANIA POSTS CORPORATION.

I am a punctual and motivated individual who is able to work in busy environment and produce high standard of work. Am able to get instructions from all levels and building up a good working relationship with my fellow workers. I am flexible and reliable and possess excellent time keeping and very willing to learn and develop new skills, I have an active and dynamic approach to work and getting things done.

ACADEMIC PROFILE

TANZANIA POSTS CORPORATION March – April 1999

I completed my course of customer care course and awarded the certificate.

TANZANIA POSTS CORPORATION Apr – June 1993

I completed my course of Public counter duties course and awarded the certificate

TANZANIA POSTS CORPORATION Nov –Dec 1990

I completed my course of Postal officer new entrant course and awarded the certificate.

BIHARAMULO SECONDARY SCHOOL 1983-1986

I completed my ordinary level education at Biharamulo Secondary School–Kagera where I was awarded a Certificate for Secondary Education (CSEE).

KATERERO PRIMARY SCHOOL 1976-1982

I completed my primary education at Kateroro Primary School in Bukoba district where I was awarded a Certificate of Primary Education (CPE).

PROFESSIONAL EXPERIENCE

1990-1994

Organization: Tanzania Posts Corporation GPO Dar es Salaam.

- As Postal Offer II (PO II)

Duties performed;

- Sorting office duties
- Dispatches and opening bags.
- Registration cage duties.
- Mail officer duties.

1994-1999

Organization: Tanzania Posts Corporation HPO Bukoba.

- As Postal Officer II (PO II)

Duties performed;

- All counter duties.
- All sorting duties.

1999-2006

Organization: Tanzania Postal Corporation- PO Muleba.

- As Postal Officer II

Duties performed;

- All Postmaster Duties.
- Office supervisor.
- Safeguarding office cash.
- All customer inquiries.
- All counter duties.
- All sorting duties.
- All TPB agency duties.
- All WUMT- agency duties.
- Office Cash A/C balance for TPC/TPB.
- Making and submission of office returns (reports).

2006-2009

Organization: Tanzania Posts Corporation -PO Karagwe.

- As Postal Officer I.

Duties performed;

- Perform Postmaster Duties.
- Attending all customer inquiries.
- Balancing of Cash account for TPC and TPB.
- All TPB bank agency duties.
- Office supervisor.
- All EMS duties
- Making and submission of office returns (reports).
- Safeguarding all office cash
- All WUMT agency duties.

2009-2021

Organization: Tanzania Posts Corporation- PO Chato.

- As Postal Officer I (PO I)

Duties performing;

- Postmaster Duties.
- All supervision duties.
- All EMS duties.
- All Counter duties.
- All Sorting duties.
- All CRDB bank agency duties
- All TPB agency duties.
- BIMA agent.
- NIC insurance agency duties.
- Attending all customer inquiries.

- Making and submission of office returns (reports).
- Safeguarding all office cash
- TPC Cash Account balancing
- CRDB cash book balance
- TPB cash book balance

AWARDED AND RECOGNITION

Letter of appreciation in working (TPC) 2010.

INTEREST AND HOBBIES

- Traveling.
- To work on different environment.
- To learn different things.

DECLARATION

I'm **Honoratha John Kamuhabwa**, the undersigned, endorse that the given information is complete and factual for the paramount level of my knowledge and apprehension.

Honoratha John Kamuhabwa