

RICHARD KIWALE

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LINKEDIN

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CAREER OBJECTIVE

I am an organized, self-motivated, and goal-oriented individual eager to apply my theoretical knowledge and practical skills in diverse environments. Leveraging my astute information technology expertise, I aim to contribute to strategic planning and drive improvements in productivity and sustainability.

EDUCATION

Bachelor of science in Business Information System. 2018-2021

UNIVERSITY OF DODOMA

Advanced Certificate of Secondary School (CBG). 2016-2018

TAMBAZA SECONDARY SCHOOL

Certificate of Secondary Education. 2012-2015

MBEZI BEACH SECONDARY SCHOOL

WORK AND GAINED EXPERIENCE

OFFICE ADMIN -SHREENIDHI ENGINEERING & SERVICES TANZANIA LIMITED

July 2024-Up to Date

- Customer care.
- Handle office utilities.
- Sales and marketing.
- Data entry.
- Providing technical assistance concerning ICT.

IT TECHNICIAN -Winning Nature in Charisma Organization (VOLUNTEER)

June 2022-Up to Date

- Graphics Designing for Organization Social Media Platform by creating visually appealing designs to enhance the organization's social media presence and promote its activities effectively.
- Designing and developing user-friendly and responsive website for an organization (wnctanzania.org).
- Providing technical assistance concerning ICT.

ICT TECHNICIAN-SKYMARK VTC

August 2023-June 2024

- Developing educational resources tailored for student learning.
- Diagnosing and resolving hardware issues.
- Creating visually engaging designs for Promoting services to enhance brand visibility and engagement.
- Providing technical assistance and maintaining IT infrastructures.
- Setting up and customizing software according to specific requirements.

ICT OFFICER -INVENTIONS TECHNOLOGIES (IPT)

August 2020-September 2020

- Designing, coding, testing, and deploying software applications (Android mobile application development).
- Creating, structuring, and managing databases for efficient storage and retrieval information.
- Providing technical assistance in IT-related problems, and inspecting and resolving hardware issues.
- Setting up and customizing software applications.

PROGRAMMER -University of Dodoma (IPT)

July 2019-September 2019

- Designing, building, and maintaining responsive websites using technologies such as HTML, CSS, and JavaScript.
- Creating, maintaining, and querying databases using MySQL.
- Installing and configuring software including antivirus tools and productivity applications.
- Resolving common issues related to operating systems, applications, or network connectivity.
- Documentation by preparing Projects reports, user requirements specifications, Entity relations Diagram, Flowcharts.

TECHNICAL SKILLS

- **PROGRAMMING LANGUAGE:** Java, C++ and Python.
- **OPERATING SYSTEM:** Windows, Linux (ubuntu)
- **DATABASE:** MySQL
- **WEB TECHNOLOGIES:** Html & CSS.
- **TOOLS:** Git, Canva, Adobe Illustrator, VS code, Figma, Google suite, TeamViewer & AnyDesk.
- **COMMUNICATION TOOLS:** Zoom & Microsoft Teams.

PROJECTS

Project: Responsive Website Development for Winning Nature in Charisma (WNC)

Role: Web Developer & Admin.

- Developed a responsive website using HTML, CSS, and JavaScript to ensure accessibility and an optimal viewing experience across devices.
- Utilized PHP for handling user form data, enabling efficient communication and data collection for the NGO's initiatives.
- Designed and implemented a user-friendly interface that effectively highlights the organization's mission, vision, and ongoing projects, including the Disability and Development Program.
- Created a platform to promote the NGO's work in empowering persons with disabilities in Tanzania, increasing awareness about disability inclusion and sustainable development.

