

CURRICULUM VITAE

Name: ANDREW LIVINGSTONE MWAKYASIMA:

Nationality: Tanzanian **Sex:** Male.

Marital Status: Married. **Place of Birth:** RUNGWE

Address: P.O.BOX 35046 Dar Es Salaam - Tanzania

Contact Information: Phone +255715766831/ +255758876631,

Email: andrewlivingstone5@gmail.com, mwakyasima.andrew@udsm.ac.tz,



Objective: A highly motivated and results-oriented professional seeking a challenging position where I can utilize my skills and experience to contribute to the success of the organization. I aim to apply my expertise in strategic planning and organizational management to drive innovation, optimize operations, and foster sustainable business growth. With a strong focus on collaboration, leadership, and adaptability, I strive to make a significant impact on the company's objectives while continuously enhancing my own professional development.

Working Experience & Internship Experience

Institution/organization (Time)	Position	Roles
University of Dar Es Salaam (May 2023 Up to date)	Assistant Lecturer	<ul style="list-style-type: none"> •Carrying out lectures, seminars, tutorials, and practical for undergraduate programs •Setting, invigilating, and marking undergraduate examinations •Assisting senior staff in lectures, seminars, tutorials, and practical for postgraduate programs •Supervising projects and practical training for undergraduate students •Conducting research and publishing results; •Carrying out consultancy and public service •Undergoing postgraduate training to Ph.D. level •Participating in relevant workshops and conferences; and •Performing any other relevant duties assigned by one's superior
University of Dar Es Salaam (October 2019 to May 2023)	Tutorial Assistant	<ul style="list-style-type: none"> •Under-studies senior members of academic staff by attending their lectures seminars, tutorials and practicals •Carries out seminars, tutorials and practicals Assists in research, consultancy and public service •Performs any other relevant duties assigned by one's superior; and •Undergoes postgraduate training for the master's degree
Bank of Africa Tanzania (January 2018 to September 2019)	Human Resource Officer- Training and development.	<ul style="list-style-type: none"> •Preparing a training Budget and ensuring that employee is trained shows the impact of training on the organization •Organizing all training activities both long term and short term training to increase work skills and knowledge of workers to improve their performance

		<ul style="list-style-type: none"> •Ensuring all employee benefits and compensation are paid on time. •Maintaining Human resourcesby recruitment, selection, replacement, orientation, andretention of talented staff. •Maintaining work structure by updating the job requirement and job description. •Prepares, updates, and recommends the HR policies •Talent management at the work
<p>CRDB BANK Plc Practical Training (July to August 2016)</p>	Human resource Officer-Trainee	<ul style="list-style-type: none"> •Supporting employee engagement initiatives, such as organizing team-building activities, employee surveys, and recognition programs •Assisting in organizing training programs, workshops, and seminars for employees, as well as maintaining training records and evaluating training effectiveness. •Assisting in data collection, analysis, and reporting on HR metrics, such as employeeturnover, absenteeism, and diversity. •Assisting with performance appraisal processes, collecting and analyzing performance data, and supporting the implementation of performance improvement plans.
<p>University of Dar Es Salaam Human Resource Management Association (UDHRMA) (June 2016 to July 2017)</p>	The Chairman of the association/ President of the association	<ul style="list-style-type: none"> •Monitor and direct leaders inUD-HRMA’s duties to be executed. •Ensure all resources are allocated effectively to maximize efficiency in the association's performance. Supervision to make sure that leaders carry out their activitieseffectively (on time and asplanned). •Summon/call and lead all constitutional meetings, extraordinary ones, and other meetings (Annual general meeting) and whenever required by (patron/matron/board of advisors). Meet with the patron/matron and/or board of advisors as much as possible to ensureproper link of information in time and give feedback to many localities if that information is required to that place/office. •Responsible for making quick decisions upon issues brought to him/her that have to speed up the accomplishment of the set tasks to fulfill the association goals and objectives. (UDHRMA)

EDUCATION LEVEL:

Degree	Major	University Name	Location	Year of Graduation
Masters of Business Administration	Human Resources Management	The University of Dar es Salaam	Tanzania	May 2023
Bachelor of Commerce in Human Resources Management	Business	The University of Dar es Salaam	Tanzania	November 2017
Advanced Certificate of Secondary Education Level (ACSEE)	Economics, Geography, and Mathematics	Kantalamba High School	Tanzania	May 2015
Certificate Of Secondary Education Level (CSEE)	Secondary education	Mpuguso Sec School	Tanzania	October 2011

SKILLS:

Skill possessed	Level
Problem-Solving Skills	Strong
Interpersonal skills	Strong
Communication skills	Good
Teamwork	Good

Languages Level

Languages	Level
Swahili	Very Good
English	Good

Certifications:

Certification Name	Certification Authority	Year
Basic Computer Application Certificate	University of Dar es Salaam Mathematics Department	2015
HR National Forum Participation	UDHRMA	2015

MASTER THESIS

Influence of Power Distance on Employee Job Satisfaction and Job Performance in Tanzania: The Case of Selected Multinational Companies: By Andrew Livingstone

REFERENCES:

NAME: Dr. Theresia Dominic

POSITION: Lecturer UdsM

INSTITUTION: University of Dar es Salaam Business School (UDBS)

ADDRESS: tdominic@udbs.udsm.ac.tz

PHONE NO: 0715-243-323

NAME: Dr. John J. Sanga

POSITION: Senior Lecturer

INSTITUTION: University Dar Es Salaam Business (UDBS)

Emails: jjanga@udsm.ac.tz, johnjsanga@yahoo.com

PHONE NO: +255766000222/ +255 787 400 222

ADDRESS: P.O. box 35046, Dar-es-salaam

Name: Anna-Roberta Mango

Position: Senior Human Resource Manager **Institution:** Bank of Africa Tanzania Address: P.O. Box 3054 Dar Es Salaam

Phone No: 0699 000 116/0784 302 896

Email: annaroberta.mango@boatanzania.com

I hereby certify that the information provided in this curriculum vitae (CV) is true, complete, and accurate to the best of my knowledge. I understand that any misrepresentation or omission of facts may result in disqualification from consideration for Scholarship or employment.

I further certify that I possess the necessary certifications and qualifications stated in this CV, and I am willing to provide supporting documentation upon request.



Date: **20. APRIL 2024**