Curriculum Vitae

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| C:\Users\hesam\Desktop\CV\psize.jpg | *Mr Hemed Said Mmaka*  *Fuoni-Zanzibar,*  *Mobile: +255625994910,*  *+255674440224,*  [*hesammaka@gmail.com*](mailto:hesammaka@gmail.com)*.* |

***Education***

Course Title Diploma in Information Technology (IT) 2011-2013

Institute State University of Zanzibar (SUZA)

Award Diploma in Information Technology Certificate

Course Title Advance level 2006 -2009

Institute Fidel Castro Sec School

Award Advance Certificate of Secondary Education

Course Title Ordinary level 2002-2006

Institute Fidel Castro Sec School

Award Ordinary Certificate of Secondary Education

***Short Course***

Course Title IT Essential (CISCO) May2010 - Nov2010

Institute State University of Zanzibar

Award IT Essential Certificate

* Course covered
* Computer hardware and software functions and configuration process
* Perform basic troubleshooting in hardware and software
* Systems security check and install prevent software and Configuration
* Operating System Management (Windows, Ubuntu, Linux etc.)
* Basic computer drivers and applications installation recommended
* Network devices introductions and configuration

Course Title Cisco Certified Networking (CCNA) Dec2010- Mar2011

Institute State university of Zanzibar

Award Cisco Certificate Networking (CCNA)

Honor Cisco Special letter

* Course covered
* Designing and install several types of business network
* Network traffic and troubleshoot in internet connection
* Network Architectures selection and configuration process
* All network Security threat preventions process recommended
* Analyzing signal strength and data Processing
* Recognize and mitigate security threats to home network
* Share resource such file and printers among multiple computers

Course Title Computer Applications Course Mar2011- June2011

Institute State University of Zanzibar

Award Computer Applications Certificate

* Course covered
* Introduction Microsoft Office package applications
* Microsoft Word Processor
* Microsoft Spread Sheet
* Uses of Internet and Internet Browser
* Microsoft Excel
* Microsoft PowerPoint
* Microsoft Access
* Microsoft Windows and Microsoft Office Professional

***Work Experience***

Organization Tanzania Revenues Authority (TRA) Zanzibar Mar2013-Feb2014

Position IT Assistant Officer

Award Tanzania Revenues Authority Certificate of Service

* Responsibilities
* Installation of telephone PBX TDA 200 in Zanzibar office
* Network configurations
* Installation and setup of “Silent Runner” program for network security
* To assist all client problems concern their (tin number) in online systems
* Responded as IT assistant Officer in (ICT) department.

Employer National Identification Authority, Zanzibar Feb2014-Mar 2015

Position Data entry clerk

Award National Identification Authority Certificate of Cervices

* Responsibilities
* Data entry
* Good Customer services

Employer Climax Computer Centre, April2017-Present

Position Computer Hardware and Software Per-time Teacher

* Responsibilities
* Teaches Computers Hardware
* Operation system installations (Windows OS, Linux, Ubuntu)
* Teaches Microsoft office Professional package
* Teaches the uses of Internet and Internet Browser

Employer Lionbridge GSS Ltd., 2018-Present

Position Personalized Internet Assessor in Congo- online par time

* Responsibilities
* Data entry
* Search Engine Evaluator

***Professional skills***

System Administrator, Data Entry, Computer Maintenances, Team Work, Energetic, Verbal & Written Communication, Time Management, Store Control, Search Engine Evaluator, Office Assistant, Microsoft office package, Computer Hardware and Software.

***REFEREE***

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Mr. Khalifa Hemed Mbarouk Zanzibar/Tanzania

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Email, [Jahalm87@gmail.com](mailto:Jahalm87@gmail.com)

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