

CURRICULUM VITAE

PERSONAL INFORMATION:

Full Name: Intisaar Abdul Othman.
Address: Dar es Salaam.
Date of birth: 28-08-2001.
Nationality: Tanzanian.
Phone Number: +255 734 840 579.
Email: intisaarothman@gmail.com
Personal Website: <https://abnain-14.github.io/>

EDUCATION BACKGROUND:

YEAR.	INSTITUTION.	REWARD.
2020-2023.	University of Dar es Salaam.	Degree in Computer Science.
2018-2020.	Msasani Islamic High School.	A level Certificate.
2014-2017.	Msasani Islamic Secondary School.	O level Certificate.

WORK EXPERIENCE:

February 2024 – Currently.

Madrasat Sunnah.

Position: Secretary.

- Recording of all students' necessary information as well as their fees status.
- Prepare and distribute documents, reports, and presentations as needed.
- Organize and maintain filing systems, both digital and physical, ensuring easy retrieval of information.

July 2022 – September 2022.

Tanzania Electricity Supply Company, TANESCO.

Position: IT Specialist.

- Monitored system performance and identified potential issues before they impacted users.
- Provided Computer maintenance for each department at TANESCO.
- Helped in maintaining the administration system of Business department at TANESCO.

July 2021 – September 2021.

Corporate Information Technology Solutions, CITS.

Position: Website Designer.

- Designed a website in teams with other students from different universities using HTML and CSS.
- Gained an experience of how a full website is developed in teams.
- Gained knowledge of using Git collaboration tools.

October 2017 – November 2017.

Msasani Islamic Secondary Schools.

Position: Math Teacher.

- Taught math's to junior classes (form one and form 2) after I graduated my O level studies.
- Took part in marking Students' mathematics examination.
- Took part in writing marking schemes for non math teachers to use during marking.

LANGUAGES:

- Swahili.
- English.

SKILLS:

- Proficiency in Microsoft Office Suite.
- Excellent communication and presentation skills.
- Attention to detail and accuracy.
- Considerate about Time management.
- Strong analytical and problem-solving abilities.
- Team work.

EXTRA CURRICULAR ACTIVITIES:

- Member of Path to Jannah charity organization from 2022.

REFERENCES:

Madam Maryam Khamis Aweis,
Headmistress at Msasani Islamic Secondary School,
+255 716 556 597.

Dr. Ellen Kalinga,
Professor at University of Dar es Salaam, UDSM,
+255 753 766 454 / +255 713 300 694.

Mr. Martin Kaboja,
Software Engineer at Corporate Information Technology Solutions, CITS,
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Mr. Joseph Kimboka,
Administration Officer at Tanzania Electric System Company, TANESCO,
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