

CURRICULUM VITAE

PERSONAL DETAILS

Name:	ANDREA BONIPHACE JOHN
Date of birth:	5 th , February, 2002
Sex:	Male
Nationality:	Tanzanian
Address:	P.O. Box 20950, Dar es salaam.
Email:	andre.john6453@gmail.com
Mobile:	+255 798363939

PERSONAL PROFILE

I am an energetic, ambitious person who has developed a mature and responsible approach to any task that I undertake or situations that I am presented with. I am excellence in working with others to achieve a certain objective on time and with excellence.

EDUCATION BACKGROUND

Year	Institution / School	Award
2023-2026	Sokoine University of Agriculture (SUA), Morogoro.	Graduation Expected: October, 2026, Bachelor degree in Information and Records Management
2021-2023	Kabungu Secondary School	Advanced Certificate of Secondary Education
2017-2020	Mbarika Secondary School	Certificate of Secondary Education

WORK EXPERIENCE

Institution	Category	Year	Contributions & Achievements
Muhimbili National Hospital	Records Management	2026	<ul style="list-style-type: none">Managed hybrid recordsRegistered and tracked records movements, improving accountability and timely retrieval of records.Verified, classified, filed and retrieved records according to established proceduresRegistered incoming and outgoing correspondence and managed electronic records using EDMSAssisted clients, developing strong communication, professional and information service skills.

- Leading team members.
 - Field Surveying
 - Data collection and analysis.
 - Report writing
 - Presentation of research findings
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SKILLS

- Computer skills (Microsoft office, Excel & SPSS)
 - Communication and Interpersonal Skills
 - Strong organizational, documentation, and records Management skills
 - Report writing skills
 - Leadership skills
 - Problem -solving skills
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PERSONAL ATTRIBUTES

- Hardworking and committed
 - Quick Learner
 - Able to work under pressure
 - Time Management and Team Work
 - Innovative and Forward – Thinking
 - Self-motivated and highly focused attitude to work.
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LANGUAGE

- Excellent communication (written and verbal) in Kiswahili and English
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REFEREES

- **DR. ESTER ERNEST MZAVA**

Senior Lecturer and Academic Advisor
Sokoine University of Agriculture,
P.o. Box 3000, Morogoro, Tanzania
Phone: 0712309086

- **CASTUS BENEDICTO**

Record Officer, Muhimbili National Hospital
Phone: +255623294780
Email: castusbene@gmail.com

DECLARATION

I, **ANDREA BONIPHACE JOHN**, do hereby declare and state that, the information given on this curriculum vitae is true to the best of my knowledge.

Signature _____



Date: 6th / 9 / 2026
