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**CURRICULUM VITAE**

***BUMIJA***

Bumija.368274@2freemail.com

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**PERSONAL PARTICULARS**

Sex: Male

Date of Birth: 20th February 1979

Nationality: Tanzanian

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To make a significant contribution to a leading organisation whose customers can profit from my extensive Librarianship, Archives and Documentation skills and knowledge.

**KEY AREAS OF** ACHIEVEMENT/SKILLS

* More than 9 years of hands on experience in Librarianship, Records and Documentation Management, with 3 years UAE working experience in Library and Documentation Management.
* Expertise in Library, Archives and Documentation Management, Organisation of Information’s, Management of Information Systems, Classification and Cataloguing.
* Ability to work under pressure in a deadline-oriented environment.
* Team player; able to build successful relationships with other staff and clients.
* Superb written and verbal skills.
* Proficient in Microsoft Word, Microsoft PowerPoint, Microsoft Excel, Internet and different Library Software’s.
* Experience with automated library systems.

**ACADEMIC QUALIFICATION**

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| **s/n** | **Year** | **Institution** | **Award** |
| 1. | 2007 - 2010 | Tumaini University Dar es salaam College | Degree of bachelor of Arts in Library and Information Science (BALIS) |
| 2 | 2001 - 2003 | School of Library Archives and Documentation Studies | Diploma in library archives and documentation studies |
| 3 | 1998 - 2000 | Sangu High Secondary school | Advance level certificate (ACEE) |
| 4 | 1994 - 1997 | Shingatini Secondary School | Secondary level certificate (CSEE) |

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**PROFFESSIONAL COURSES ATTANDED**

1. COURSE: PC Trouble –shooting for Library Personnel.

VENUE /DURATION: University of Dar es salaam.

**WORKING EXPERIENCE**

**Macmillan Training College March 2015 – April 2017**

**Head of Library and Information Centre**

* Selecting & Acquisition of library Materials.
* Cataloguing of library materials.
* Organising information.
* Circulation of library materials.
* Control of library software system.
* Abstracting.
* Indexing.
* Current awareness services.
* Ensuring an atmosphere conducive to study is maintained.
* Explaining and enforcing library rules and policies.
* Providing technical and clerical support for serials and faculty materials as required.
* Supervise other library staff.

**University of Modern Science Dubai – UAE January 2012 - February 2015**

**Librarian**

* Selecting & Acquisition of library Materials.
* Cataloguing of library materials.
* Organising information.
* Circulation of library materials.
* Control of library software system.
* Abstracting.
* Indexing.
* Current awareness services.
* Weeding.
* Ensuring an atmosphere conducive to study is maintained.
* Explaining and enforcing library rules and policies.
* Providing technical and clerical support for serials and faculty materials as required.
* Recording statistics and preparing statistical reports.
* Dissemination of Information.

**DAR ES SALAAM UNIVERSITY COLLEGE OF EDUCATION**  July **2006 – June 2011**

**Assistant Librarian**

* Cataloguing of library material.
* Organising information.
* Control of library software system
* Supervise other staff working at the library

TANZANIA CIVIL AVIATION AUTHORITY (TCAA) May **2005 – June 2006**

***Technical Librarian***

# Ensure the technical library holds up to date documents applicable to aircraft registered/operated in Tanzania including manufacturers’ technical and operational manuals.

# Keep record of people issued with Tanzania CAAs airworthiness publications including manuals and advisory materials and transmit to them any amendments issued to these documents.

# Ensure operators and AMOs approved documents such as MEL, Flight manuals, MCM, Exposition/procedures manuals etc are kept in the library with proper records and inventory.

# Update all airworthiness surveyors/flight operations inspectors’ computers with electronically available up to date documents including ICAO Annexes.

# Ensure there is a working system for receiving continuing airworthiness information such as Airworthiness Directives, Service Bulletins, and Service Letters etc.

# Periodically prepare a list of applicable continuing airworthiness information from states of design/manufacturer and aircraft/equipment/component s for the type of aircraft registered in Tanzania and bring it to the attention of airworthiness surveyors.

**INTENATIONAL CIVIL AVIATION AUTHORITH (ICAO) 30 Days**

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Technical Librarian (Seconded by TCAA for field attachment)

VENUE /DURATION: International Civil Aviation Organisation Canada (Ottawa) 30 Days.

# DAR ES SALAAM INSTITUTE OF TECHNOLOGY July 2003 – April 2005

# ***Librarian of Civil Department***

* Cataloguing of library material.
* Organising information.
* Control of library software system
* Assist students and other users to find information through a well laid system.

BRITISH COUNCIL **Feb 2003 - May 2003**

***Librarian Trainee***

* Directing users on how to use automated library
* Control circulation of library books
* Processing new magazines and books and entering them in to Alice Software used for circulation purpose.

IMPORTANT MEMBERSHIP AND OTHER SKILLS

* Tanzania Library Association
* British council Library

**INTERESTS**

* Reading various books and articles
* Networking

**LANGUAGES**Fluent in English and Swahili and knowledge of French

**REFERENCES**
please find attached list of three work related referees: