

# CURRICULUMVITAE OF CATHERINE LUCAS RUSELLA

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## Personal Details

Name	Catherine Lucas Rusella
Date of Birth	25/11/2001
Sex	Female
Marital Status	Single
Nationality	Tanzanian
Place of Birth	Kitete Hospital, Tabora Town/Municipal
Lives In	Tabora Municipal

## Profile

A highly self-motivated person who is looking to kick starts my career in a growing and challenging working environment where I can fully exploit my potential and be able to deliver to the bottom-line. To constantly upgrade my knowledge and skills and make a difference in whatever I do.

## Language Proficiency

Language	Speak	Read	Write
Kiswahili	Very good	Very good	Very good
English	Very good	Very good	Very good

## Academic Background

Duration	Institution Attended	Award
2021-2024	The University of Dodoma	Bachelor of Commerce in Human resource management
2018-2021	Mpanda Girls Secondary school	Advanced Certificate of Secondary Education (ACSE)
2015-2018	St Theresa of Avilla girls Secondary school	Certificate of Secondary Education(CSE)
2007-2014	Kilima B Primary school	Certificate of Primary Education

## Work Experience

Institution/ Organization	Position	Duration	Responsibility
Mkwawa Leaf Tobacco Company Limited	Human resource Internship	April,2025-Present	<ul style="list-style-type: none"><li>- Finding new employees,</li><li>- Talent development and acquisition</li><li>- Making compensation and benefits</li><li>- Training and development</li></ul>
Dar Es salaam Urban Water Supply and Sanitation Authority (DAWASA- UBUNGO)	Trainee	August,2024- November2024	<ul style="list-style-type: none"><li>- Handling customers complaints,</li><li>- addressing customer issues,</li><li>- building customer relationships by establishing trust through consistent and personalized interaction, gathering customer feedback,</li><li>- Educating customers and keeping records</li></ul>

Lake Tanganyika cooperative Union	Field as human resource officer	June2023-nov2023	<ul style="list-style-type: none"> <li>- Finding new employees and recruiting,</li> <li>-Orienting and training new employees,</li> <li>-assisting with payroll management to ensure employees are paid on time,</li> <li>-maintaining good relationship with employees,</li> <li>-managing benefits and compensation packages,</li> <li>-maintaining accurate employee records including personal information, employment contract and performance documentation.</li> </ul>
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### Skills

Computer skills such like Microsoft word, Microsoft excel, Internet and email
Self-Motivated.
Keen to learn new things.
Communication skills
Problem solving Skills

### Interests

Watching News, Learning, helping others, social networks, creative writing, music, reading books, and travelling.

## Referees

Name	Institution/Organization	Occupation	Contacts
Gilbert Massawe	DAWASA-UBUNGO	Regional Manager- DAWASA	Tel:0739800610 Email: gmassawegilbert@gmail.com
Aurelian Mhanje	MKWAWA-TABORA	HR Manager -Mkwawa Leaf Tobacco	Tel:0685166373  Email: aurelianmhanje088@gmail.com
OscarBakina	SELF EMPLOYED	Businessman	Tel:0764228808 Email: oscarbakina@gmail.com

## Declaration

I, **CATHERINE LUCASRUSELLA**, do here by declare and state that, the information given on this Curriculum Vitae is true to the best of my knowledge.