

CURRICULUM VITAE

Residential Address
Dar Es Salaam, Tanzania

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Personal Information

Name	Hanaa faraji	Date of Birth	14 th November 1998
Gender	Female	Place of birth	Tabora
Marital status	Single	Nationality	Tanzanian

Language Proficiency

	Speaking	Reading	Writing
English	Excellent	Excellent	Excellent
Swahili	Excellent	Excellent	Excellent

Academic Qualifications

2019- 2022	Bachelor Degree in Human Resources Management at Mzumbe University
2017-2019	Ordinary Diploma in Human Resources Management at Mwalimu Nyerere Memorial Academy
2015-2017	Advanced Certificate of Secondary Education at Kazima High School
2011-2014	Ordinary Certificate of Secondary Education at Kanyenye Secondary School
2003-2010	Certificate of Primary Education at Gongoni Primary School

Working Experiences

**October(2021)–
March(2022)** **Swissport (T) Plc-Assistant Human Resources Trainee**

- Assisting in preparing employment records relating to hiring, transferring, promoting and termination
- Assisting in preparing human resource policies, procedure, laws, and standard to new and existing employees
- Assisting in properly record keeping of employees
- Assisting in recruitment and selection of candidates
- Assisting in preparing training need assessment
- Assisting in preparing staff or employees leave
- Assisting in preparation of orientation and induction program
- Assisting in preparation, monitor and renew of employees contracts
- Assisting in payroll preparation by providing relevant data such as bonus, leave and basic salary

- July 2022- up to Dec 2022** **Alaf ltd , Assistant human resources graduator trainee**
- Assisting in recruitment function
 - Assisting in proper records keeping of employees
 - Assisting in training need assessment program
 - Assisting in preparing employees leave
 - Assisting in updating personal particulars of employees
 - Assisting in preparation of performance records
 - Assisting in schedule and organizing interview

- February 2023 up to present** **Swissport (T) Plc-Assistant Human Resources Trainee**
- **Assisting in managing staff files**
 - **Assisting in preparing severance pay**
 - **Assisting in preparing employment contract with following legal equipment's**
 - **Assisting on controlling roster management through planning leave**
 - **Assisting in recruitment and selection and preparing interview summary**
 - **Assisting in feeding employee information to NSSF Portal and NHIF**
 - **Assisting in ensuring health and safety by providing tools to the employee in order to cure during operation**

Skills

- High level of computer skills such as Microsoft words, Microsoft excel, micro soft email and internet, as well as power point
- Keeping confidential information or data gathered by superior and office information
- Time management skills
- Attention to details
- Basic knowledge of international and national labor laws
- Working in Team diversity
- Communication skills by using verbal and written skills
- Problem solving skills

Achievements and Awards

Certificate of Computer (June 2022)

Letter of Appreciation (March 2022)

Hobbies

Reading books

Learning new things

Listening music

Attending to social issues

Referees

Mr Yohana Habely

Head of Department
Mzumbe University
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Nyakato Nwesigwa

Human Resource Manager
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Mob: +255 744177667
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Mr. Benjamin Massawe

Human Resources Officer
Alaf Ltd Tanzania
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Declaration

I declare that the information provided above is correct and rightful as per as my abidance to my National Rules and Regulations and to the Constitution of the United Republic of Tanzania.

SIGNATURE:

DATE: 14 th December 2023