

# CURRICULUM VITAE (CV)



## PERSONAL INFORMATION

**Surname** : Karega  
**Middle name** : Msira  
**First Name** : Rukonge  
**Date of Birth** : 07/08/1999  
**Place of Birth** : Musoma-Mara  
**Nationality** : Tanzania  
**Marital Status** : Single  
**Tribe** : Kwaya  
**Language** : English and Kiswahili  
**Gender** : Male  
**E-mail** : [msirarukonge6@gmail.com](mailto:msirarukonge6@gmail.com)  
**Phone number** : 0698915198

## PROFESSIONAL SUMMARY /OBJECTIVES

1. To leverage my expertise in talent acquisition and employee development to build a dynamic workforce that drives organisational success.
2. To implement effective HR strategies and programs that enhance employee engagement, satisfaction and retentions within a forward-thinking organisation.
3. To utilize strong communication and interpersonal skills to foster a positive work environment and facilitate constructive employee relations,
4. To apply my in-depth knowledge of employment laws and regulations to ensure compliance and mitigate legal risks for the organisation.

## ACADEMICS BACKGROUND AND QUALIFICATIONS

| YEAR       | INSTITUTION             | AWARDS  |
|------------|-------------------------|---|
| 2021- 2024 | Mzumbe University.      | Awarded Bachelor degree in Human Resource Management (BHRM) |
| 2019- 2021 | Itigi secondary school. | Awarded Advanced Certificate of Secondary Education (ACSE)  |
| 2015- 2018 | Rodan secondary school. | Awarded the Certificate of Secondary Education (CSE)        |
| 2008- 2014 | Busamba primary school. | Awarded Certificate of Primary Education (CPE)              |

## SKILLS

1. **Communication skills:** Clearly convey information, both verbally and in writing, to employees, management and external parties.
2. **Interpersonal skills:** Building and maintaining positive relationships, understanding diverse perspectives, and effectively managing conflicts as well as faithfulness.
3. **Organisational skills:** Efficiently managing tasks, projects, and time to handle various HR functions like recruitment, onboarding and training.
4. **Leadership skills:** Leading teams, inspiring as well as influencer of others, and making decisions that align with organisation goals and culture.
5. **Analytical skills:** Assessing data and metrics to inform HR strategies, such as evaluating employee performance, compensation and benefits.

## WORKING EXPERIENCES AND TRAININGS

| YEAR                        | EXPERIENCE AND TRAINING   |
|-----------------------------|---|
| October 2023 to March 2024: | <p>Worked for field internship for five months at national social security fund Mbeya district Council in Mbeya Region. Performed the responsibilities included the following;</p> <ul style="list-style-type: none"><li>• Streamlining file movement processes for effective organisational management.</li><li>• Registering clients in as new ones in the organization</li><li>• Updating employee's information</li><li>• To registered informal sector members and to generate control number.</li><li>• To perform any other related activities as may be assigned by the supervisor from time to time.</li></ul> |

## HOBBIES/INTERESTS

1. Writing.
2. Networking.
3. Reading.
4. Sports.

## REFEREES

1. **Name:** Dayani Adam

**Organization:** Mzumbe University

**Capacity:** Assistant Lecturer

**Adress:** P. O. Box 6559, Mbeya

**Email:** [dayaniadamu@gmail.com](mailto:dayaniadamu@gmail.com)

**Phone number:** 0657866118.

2. **Name:** Yohana Reuben Mwambilija

**Organization:** National Social Security Fund (NSSF) Mbeya Region

**Capacity:** Senior Benefit Officer

**Email:** [Yohana.Mwambilija@nssf.go.tz](mailto:Yohana.Mwambilija@nssf.go.tz)

**Address:** P.O. Box 787, Mbeya

**Phone number:** 0756140155

3. **Name:** Revocatus Lubango Nickodemus

**Organization:** Itigi secondary School

**Capacity:** Senior Lecturer

**Email:** [nicky200035@yahoo.com](mailto:nicky200035@yahoo.com)

**Address:** P.O. Box 10, Singida

**Phone number:** 07626a24935.

I hereby declare that all the details provided above are true to the best of my knowledge

