



DAUD FRED SHAYO

P.O.Box 10945, Dodoma, Tanzania.

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PERSONAL PARTICULARS

First Name: Daud
Middle Name: Fred
Last Name: Shayo
Date of Birth: 03RD October, 1991
Place of Birth: Arumeru District (Arusha)
Nationality: Tanzanian
Marital Status: Married

CAREER OBJECTIVE

Energetic and forward-thinking individual with refined interpersonal and multitasking skills, a young Tanzanian Holding a Bachelor of Commerce in Human Resource Management from The University of Dodoma, looking to join a progressive organization as a young HR Professional to provide high end HR and administrative support in the HR department for an optimal Organizational Operations.

EDUCATIONAL BACKGROUND

-  **November, 2015-July, 2018** pursued Bachelor of Commerce Degree in Human Resource Management at The University of Dodoma
-  **July, 2013- May, 2015** studied **economics, Geography and Advanced Mathematics** and acquired Advanced Certificates of Secondary Education (ACSSE) at Tambaza High School
-  **January, 2009-October, 2012** acquired Certificates of Ordinary Secondary Education (CSSE) at Magnus Secondary School

KEY PERSONAL SKILLS AND KNOWLEDGE

Knowledge: Human Resource Planning, Job analysis and design, Employee Recruitment and Selection, Staff training and development, Compensation management, Performance

management, Industrial relations and collective bargaining, Strategic Human resource management, Organization change and development, organization behavior, Labor laws (Legal aspect of human Resource management), Strategic management, Organizational risk management, Business law and good governance, Occupational Health and safety.

Computer Skills: Microsoft Word, Microsoft Excel, Microsoft Power Point, Microsoft Publisher, the Internet and Microsoft Access.

Other Skills: Problem Solving Skills, Good Communication skills (both in writing and verbal), Good numerical skills, Good analytical skills, Good motivational and Leadership Skills, Report writing skills, effective management skills, researching skills, curiosity skills, interviewing skills.








KEY PERSONAL COMPETENCIES & EXPERIENCE

Key Personal Competencies:

Self-driven and proactive individual, an understanding of Company best practice and leading HR practices, Assertive personality, High integrity, Quick learner, Target oriented, can work under pressure, Good command of HR concepts, Sound knowledge of HR workings, Ability to work in a team as well as individual, self-awareness, Personal confidence, negotiating and persuading, Commercial awareness.

WORKING EXPERIENCE:

July, 2019 – July, 2021; three years of work experience at Shepherds Schools worked as HR, Customer care and Administrative officer in the following areas.

-  Developing targeted outreach recruitment program to recruit the best talent to meet all departmental requirements.
-  Creating user friendly application forms and questionnaires to be used by the organization during recruitment and interviewing
-  Increasing employee retention by rigorously maintaining a positive working environment
-  Understanding all school client's complains/Complements
-  Ensuring provision of reputable customer service, Filing and record keeping of all necessary documents
-  Handling basic bookkeeping tasks Through the use of SHULESOFT and the QuickBooks
-  Marketing the school

- ✚ Answering phones and routing calls
- ✚ Preparing all meeting schedules
- ✚ Act as a Secretary of all administrative meeting.
- ✚ Prepare and presenting an overall written report to the management team
- ✚ Providing general administrative support.

30th January, 2024 Attended TaESA workshop training and one to one interview session.

LANGUAGE PROFICIENCY

Language	Speaking	Writing	Reading	Listening
Kiswahili	Excellent	Excellent	Excellent	Excellent
English	Excellent	Excellent	Excellent	Excellent

HOBBIES AND INTERESTS

- ✚ Taking Responsibilities
- ✚ Writing and composing
- ✚ Volunteering and Community involvement
- ✚ Learning languages
- ✚ Public speaking, aspiring, motivating and advising others
- ✚ Internet searching
- ✚ Listening to radio stations and watching TV programs

REFEREES

S/N	NAME	ORGANIZATION AND POSITION HELD	CONTACT ADDRESS
1	Benard Benjamin Shirima	Head of Shepherds Schools	P.O. Box 1888, Arusha (Tanzania). Cell Phone: +255(0) 757 256 896 E-mail: benardbenjamin45@yahoo.com
2	Vincent Kibambila	University of Dodoma	P.O. Box 1208 Dodoma (Tanzania). Cell phone: +255 (0) 754 937 482 E-mail: Vincent.kibambila@gmail.com

CERTIFICATION

I Daud F. Shayo Undersigned hereby declaring that, the above information is correctly describing my qualification and experience.

Signature: 

Date: 20th March, 2024