

**PERSONAL INFORMATION**

- ❖ Sex : Male
- ❖ Date of Birth : 13th May, 1990
- ❖ Nationality : Tanzanian
- ❖ NID(CIC) No: 19900513-67411-00001-24
- ❖ Marital status : Married
- ❖ Language : Fluent in Swahili and English

CONTACTS

Tell No:+255753-833-422
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+255689-676-297
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PROFILE

A graduate with more than ten years work experience in administration Management with knowledge of Labour laws, Business Administration, Micro Finance Business Management, Computer application and Research studies

SKILLS

- ❖ Good keyboard skills, familiarity with Microsoft Office Word, Microsoft Office Excel, Microsoft Office Publisher, Microsoft Office PowerPoint, Internet & Email, Database Management System (Access) packages.
- ❖ Compensation skill
- ❖ HR management skill
- ❖ Payroll management skill.
- ❖ Administrative skill.
- ❖ Negotiation skill.
- ❖ Labor and Employment Law skill
- ❖ Vehicle driving with Clean driving license No. 4005278897 with class A, B, C1, C2, D and E.

HOBBIES

- ❖ Singing, Swimming and Playing and watching football games.
- ❖ Studying

- ❖ 2019-2023: Masters of Human Resources Management (MHRM). The Open University of Tanzania.
- ❖ 2022-To Date: Postgraduate Diploma in SACCOS Management by Distance mode. Moshi Co-operative University, expecting to graduate December, 2024.
- ❖ 2014-2019: Bachelor of Business Administration in Human Resource Management (BBA-HRM). The Open University of Tanzania.
- ❖ 2013-2014: Foundation Course in Business Studies (FPCT). The Open University of Tanzania
- ❖ 2011-2012: Basic Certificate in Business Administration (BCBA). College of Business Education (CBE)-Dodoma Campus
- ❖ 2007-2010: Certificate of Secondary Education (CSEE). Mlowa Secondary School.
- ❖ 2000-2010: Certificate of Primary School. Mtera Primary School.

WORK EXPERIENCE

- ❖ October, 2023 to. February, 2024: Human Resource Officer, Vipawa Management Group; Goodwill Tanzania Ceramic Company Limited.
- ❖ July, 2017- August, 2023: Manager, Kisangata & Rudewa SACCOS Ltd.
- ❖ January, 2018-August, 2023: Factory Manager and Personnel Supervisor, China State Farms Agribusiness Group Corporation (T) Ltd.
- ❖ April, 2013-December, 2017: Assistant Personnel Officer, China State Farms Agribusiness Group Corporation (T) Ltd.
- ❖ November, 2010- December, 2010: Sales Consultant, Bayport Financial Services Tanzania Limited-Iringa Branch.

TRAINING AND WORKSHOP

- ❖ 2022-Labour Laws Applicability in Human Resource Management Daily Activities in Tanzania, The Open University of Tanzania.
- ❖ 2022-Advanced Research Proposal Writing and Regression & Structural Equation Modeling Data Analysis using SPSS, The Open University of Tanzania.
- ❖ 2022- Entrepreneurship Skills Development, East African Science and technology Commission (EASTECO).
- ❖ 2019-Computer Short Course, Morogoro Works Training Institute
- ❖ 2016-1st China-Africa Youth Exchanges Program on Poverty Reduction and Development, International Poverty Reduction Center
- ❖ 2016-Motorcycle Driving Course, Future World Vocational Institute

REFFEREE

i. Director,
China State Farms Agribusiness
Group Corporation (T) Ltd,
P.O. Box 123,
Kilosa-Morogoro.

iii. HR Manager,
Goodwill (T) Ceramic Co. Ltd,
P.O. Box 140,
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ii. Dr. Janeth Isanzu,
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DECLARATION

I certify that all information stated in this resume is true and complete to the best of my knowledge and I authorize the institution or its agent to verify.

With regards

Majuto Deusy Chitema