

Dadi Ntani Ally
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SUMMARY

A Human Resources Generalist and Administrator with 2 years of work experience dedicated in managing personnel and office specifically on improving staffs' performance, supervision, on the job training and compensation for the purpose of achieving team's objectives while building better employer to employee relation. A Computer literate with multiple skills and knowledge pertaining to Tanzania Labor Laws, compensation, recruitment and general human resources management.

EDUCATION

Bachelor Degree in Human Resource Management (2017 – 2020)

The Mwalimu Nyerere Memorial Academy - Dar es Salaam

Advanced Certificate of Secondary Education (2015 – 2017)

Kiwanja Secondary School – Mbeya

EXPERIENCE

Assistant Human Resource Officer;

Mafia District Council-MDC (*Intern*): From July 2019 - November 2019

- Communicated labor laws, human resources information and enforcing them while monitoring staff adherence to work ethics and good conduct.
- Approved leave, training and payroll request accordingly which led to worker satisfaction and fastened leave request attainment.
- Assisted recruitment and selection processes, reference checking, on the job training and orientation, guided employment agreement filling, providing comprehensively explanation and answered question related to public servant benefits enrollment plan.
- Supervised a team of 6 interns on agriculture exhibition event, teamed with them on analysis of 10 years' wards problems then presented written report.
- Ensured carrier advice to staffs after conducted training needs analysis and performance appraisal also received training requests and confirmed fees reimbursement needs.
- Reduced employees' disputes by large percent through monitoring general staff relation, hearing their inquiries while advised them an appropriate procedure to follow-up.

- Attended internal meeting with Human Resource Officer, taking minutes, summary and assisted on meeting scheduling.

Office Administrator;

Kisiwa Farming Limited (***Contract***): From January 2021 - July 2022

- Recording all sales and purchases details on daily bases and comprising them into weekly and monthly reports.
- Supervising all part time workers on the workshop, make sure operations are running smooth and report any work problems and progression.
- Recruiting new part-timer, providing on the job orientation to them so as to utilize their talents to the best of their knowledge.
- Performed office management, provided customer services to guest and new staff, documentation of records and other clerical and secretarial responsibilities

Census's Clerk;

National Bureau of Statistics-NBS (***Contract***): From July 2022 - September 2022

- Collecting data pertaining to Population and Housing Census of 2022 at Mafia District

WORK SKILLS

- Microsoft Office (*Word, Outlook & Excel*)
- Human Resource Information System (*HRIS*)
- Staffing, recruitment and retention
- Compensation and reward management
- Verbal and written communication (*English and Kiswahili*)

TRAINING AND AWARDS

September 2020	-	Leadership, Ethics and Professionalism Training
November 2014	-	A Responsible Youth of the United Republic of Tanzania
November 2014	-	Anti-Corruption-PCCB Club Membership

REFEREES

1. Fred Joel Kaoneka | 0676-866096 | arthurhabeeb82@gmail.com | P. O. Box 64, Njombe.
2. Juma Yusuph Mpogole | 0718-711117 | mpogolejuma69@gmail.com | P. O. Box 178, Tanga
3. Njema Ally Ntanila | 0623-216767 | ntanilanjema04@gmail.com | P. O. Box 102, Singida.