

CURRICULUM VITAE

1: PERSONAL DATA

Surname Name: NKYA
Middle Name RICHARD
First Name DOREEN
Phone: +255 623 922 204/+255 718 400 685
E-Mail Address: doreennkya39@gmail.com
Sex: FEMALE
Marital Status: SINGLE
Date of Birth: 17/6/1998
Place of Birth: DAR ES SALAAM
Nationality: TANZANIAN

2. EDUCATION BACKGROUND

	DURATION	INSTITUTION	AWARD
2.1	2019-2022	Moshi Co-operative University	Bachelor Degree in Human Resource Management
2.2	2017 - 2019	Mtwango Secondary School	Advanced Certificate of Secondary Education
2.3	2013 – 2016	mcf Makambako girls Secondary School	Certificate of Secondary Education.
2.4	2006 – 2012	Mundemu Primary School.	Certificate of Primary Education

3. SKILLS

Computer skills, negotiation skills, human relation skills, interpersonal skills, communication skills, Administrative expert, action plan and organizational skills including report writing and presentations, Managing priorities, Proactivity, Advising, Coaching, Recruitment and selection, Employee experience expertise, Commercial awareness, Cultural awareness and sensitivity, Wellbeing evangelism, Active listening, Teamwork, Financial management and accounting skills, Small Business Entrepreneurship skills.

4. WORK EXPERIENCE/PRACTICAL TRAINING

4.1 March 2021 – April 2021, Field Practical Training: Ward Executive Officer at Mundemu Ward, Dodoma City Council: To attend different community meetings and to solve different conflicts

5. LANGUAGE PROFICIENCY

5.1 English

5.2 Swahili

6. PERSONAL PHILOSOPHY AND DESIRE

I believe in Commitment, Integrity, Competence, Creativity and Innovation in a working place for accomplishment of Organizational goals. Self Confidence, Solution Oriented and able to deliver good Performance with ability to work with all level of Organization & maintain effective working relations.

7. HOBBIES AND INTEREST

- Watching inspiring and motivational movies
- Reading inspiring, motivational and challenging books and newspapers
- Sharing values and ideas with friends
- Researching

8. REFEREES

1. RICHARD MBEYELA

Senior Manager

Kinyunyu Hardware

Phone Number: +255688 676 936

E-mail: richiembeyela@gmail.com

2. FAUSTINA MATHIAS AYO

Accounts

Elewana Arusha Coffee Lodge

Phone Number: +255 768 381 013

Email ayofauster@gmail.com

3. DIANA TEREWEN

Secretary

Hill Packaging Ltd

Phone Number: +255 713 751 393

Email: dianeterewen@gmail.com

DECLARATION

I declare that information provide is complete and correct to the best of my knowledge.

Signature

Doreen Richard Nkya