



LOVENESS
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CAREERS OBJECTIVE

I am a holder of Bachelor of Commerce in Human Resource Management, and Diploma in Human Resource Management seeking a challenging career where my ability and skill-set can be put to maximum use for mutual growth of the organization and myself and to work on diversified field.

PERSONAL DETAILS

Date of Birth : 23rd February, 1995
Birth Place : Tanga
Sex : Female
Marital Status : Single
Nationality : Tanzanian
Language : Excellent in English and Swahili

EDUCATIONAL BACKGROUND

2018 – 2021: The University of Dodoma (UDOM)
Bachelor of Commerce in Human
Resource Management
2016 – 2018: Kampala International University
Of Tanzania (KIUT)
Diploma in Human Resource
Management
2014 – 2016: Rosmine Secondary School (Tanga
Region)
Advanced Certificate of Secondary
Education
2010 – 2013: Joyland Girls' Secondary School (Same
region)
Ordinary Certificate of Secondary
Education
2003 – 2009: Raskazone English Medium Primary
School (Tanga region)
Certificate of Primary Education

WORK EXPERIENCE

1. Trainee Human resource Officer

DURATION: 20th July up to 2nd November
2020. Field Practical Training at
Tanzania Revenue Authority (TRA) -
Tanga, Tangamjini

DUTIES AND RESPONSIBILITIES

Type letters and other documents, Preparing report on Human Resources matter and manpower position, receiving visitors, Placement of new field student and assessing worker attendance, providing sick leaves to workers.

2. Trainee Human Resource Officer

DURATION: 18th July to 7th November 2016 Field practical training at Tanzania Electricity Supply Company Limited (TANESCO) – Tanga, Tangamjini

DUTIES AND RESPONSIBILITIES

Receives visitors and ascertain the nature of their business and relay information to the executive concerned, assessing workers attendance, receives telephone calls, customer caring and perform any other duties assigned by supervisor.

3. Secretary

DURATION: 9th November 2022- Currently at China Harbour Engineering Company Limited (CHEC-Tanga)

DUTIES AND RESPONSIBILITIES

Typing different documents, Preparing Identity card for workers, receiving visitors, providing leave forms.

OTHER SKILLS AND ATTRIBUTES

- ⌚ Leadership skills
- ⌚ Knowledge in computer Applications
Microsoft Office Word
Microsoft Office Excel
-Microsoft Office Publisher
Microsoft Office PowerPoint
Internet & E-mail Services

REFEREES

Name: Kilosa Shaban Kambaya
Position: Human Resources Manager
Address : P.O Box 32550, Dar es salaam
Institution: China Harbour Engineering
Company Limited
Mobile: +255 712003567
Email address: kambayakilosa@yahoo.com

Name: Eva Elihaki Kinkoro
Position: Accountant
Address: P.O.Box 4467, Dar es Salaam
Institution: Care for Aids (CFA)
Mobile: +255 763136768
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Name: Ms. Debora Gabriel
Position: Assistant Lecturer
Institution: University of Dodoma
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I, Loveness Michael, I certify to the best of my knowledge that all information contained herein is true, complete and correctly describe me showing my experience, academic qualification and other relevant personal information.