

CURRICULUM VITAE

Personal information:

Name : Boniface Gamaliel Mawowa.
Date of birth : 05 June, 1996.
Place of birth : Dodoma.
Nationality : Tanzanian.
Gender : Male.
Marital status : Single.
Language : Kiswahili and English (speaking and writing).
Education : Bachelor Degree in Human Resource Management.

Contact Information:

Address : P.O. Box 1126,
Region : Dodoma.
Cell Phone : 0623548609
E-mail : bonifacegamaliel42@gmail.com

Education Background:

DURATION	INSTITUTION	QUALIFICATION
2019 - 2022	Institute of Social Work	Bachelor degree in Human Resource Management
2016 - 2018	Sadani Secondary School	Advanced Certificate in Secondary Education Examination
2012 - 2015	Mpwayungu Secondary school	Certificate of Secondary Education Examination
2004 - 2011	Ndogowe Primary School	Primary Education

Career Objective:

Focused individual with a Bachelor Degree in Human Resource Management. Intending to secure challenging position in a prestigious organization that will utilize my skills and knowledge, while allowing me to grow professionally on my career, whereby I always think in terms of results and objectives as well as I am enthusiastic and work with decisiveness and conviction. I have a proactive attitude and seeking positive ways to stimulate and engage with people. Always ready to learn, quickly to grasp new ideas and open new challenges in any field of work. This greatly makes me improve my skills, urge for learning and adapting to proficiency.

Computer Skills:

- Competent with Microsoft office Word.
- Competent with Microsoft office Excels.
- Competent in Power Point.
- Competent in Email and soft ware Management.

Working and Professional Experience:

- Practical Training; In 2021 I went to Dodoma Urban Water Supply and Sanitation Authority (DUWASA), from 26/July to 15/October 2021 as a Human Resource Officer and administer, and I was awarded a certificate of appreciation of Industrial practical training.

Duties and Responsibilities Performed:

- Supports human resources processes by administering tests, scheduling appointments, conducting orientation, maintaining records and information.
- Substantiates applicants' skills by administering and scoring tests.
- Welcomes new employees to the organization by conducting orientation.
- Provides payroll information by collecting time and attendance records.
- Submits employee data reports by assembling, preparing, and analyzing data.
- Maintains employee information by entering and updating employment and status-change data.
- Provides secretarial support by entering, formatting, and printing information.
- Organizes work and making inspection of motorcycle, motorcars for employees daily routine and other activities
- Answers the telephone, relays messages, and maintains equipment and supplies.
- Maintains employee confidence and protects operations by keeping human resource information confidential.
- Maintains quality service by following organization standards.

Personal Hobbies and Interest:

- Playing Football
- Reading books
- Listening Music and Watching Movies
- Vacations

Referees:

1. Mr. Camus Leba
TEACHER
P. O. BOX 34 MPWAPWA
Mobile, 0715139383
Email: lebacamus@gmail.com .
2. Mr. Joshua Boniface Mwanilwa
Teacher, Mirambo Secondary School
P.O.BOX 356 Tabora,
Mobile; +255 628 167 360
Email: pangamwilinga@gmail.com
3. Mr. David Tengeneza
Village Executive Officer
P. O. Box 1126, Chamwino Dodoma
Mobile: 0627192709
Email: davidtengeneza@gmail.com

Declaration:

I, Boniface Gamaliel Mawowa, hereby declare that the above information provided in this CV is true to the best of my knowledge and belief, Kindly contact me for any further information you may require

Signature.....

Date.....12/5/2023