

MINAELI RAMADHAN MSUYA,

P.O BOX 20940,

SEGEREA DAR ES SALAAM.

0756649723,

17TH JUN, 2023.

DANVAST,

P.O. BOX,

DAR ES SALAAM, TANZANIA.

Dear Sir/ Madam

RE: APPLICATION FOR HUMAN RESOURCE MANAGER.

I have the honor to submit my application for the above post.

I am Tanzanian citizen holding bachelor degree in Human Resource planning and Management, and having extensive experience on Human Resource Functions in general to government and private Institutions for more than 3 years. Currently I am current working with Paradise and Wilderness Group Company as a Human Resource Manager.

I am self motivated person, eager to learn, independent with minimum supervision, talented with skills on interpersonal communication, analytical and negotiation.

I am computer literate and I have capacity to work in productive Industrial in the areas of recruitment and selection, payroll preparations, controlling registration machine for working days, employee grievance, compensation and benefits, performance management and development.

The above attributes indicate clearly that I am a potential and suitable candidate for this post because I have experience and knowledge skilled of telling duties and management.

It is my sincere hope that I will receive your positive consideration.

Yours faithfully,

M.Msuya

Minaeli Ramadhani Msuya