

## **CURRICULUM VITAE**

### **1.0: PERSONAL DITAILS**

Full Name	Minaeli Ramadhan Msuya
Date of Birth	24 <sup>th</sup> February, 1988
Sex	Female
Marital Status	Single
Nationality	Tanzanian
Mobile Phone	255756649723/ 0652703631
Place of Birth	Kilimanjaro

#### **CONTACT ADRESS**

Present address	Ilala - Dar es Salaam
Country of Residence	Tanzania
Email address	<b>minaelsuya093@gmail.com</b>

### **2.0: ACADEMIC QUALIFICATION**

#### **2.01:Personal Training**

2017	Institute of Rural Development Planning (IRDP) Bachelor Degree in Human Resource Planning and Management.
2014	Local Government Training Institute (LGTI) Diploma in Human Resource Management.
2012	Local Government Training Institute (LGTI) Award: Certificate in Human Resource Management.
2010	St Hellen's Secondary School Centre Award: Certificate of Secondary Education.

#### **2:02:Formal Education**

2006	Kisiwani Secondary School Award: Certificate of Secondary Education.
2002	Chekereni Primary School Award: Certificate of Primary School.

**Language Proficiency** - Swahili and English

### **3.0: COMPUTER LITERACY**

<b>Level</b>	<b>Programme</b>	<b>Institution</b>	<b>Year</b>
Micro Computer Application	Ms Wo & Exel	Kimahama Training Centre	2007

#### 4.0: PROFESSIONAL EXPERIENCE

2012

##### **Ilala Municipal Council**

###### *Duties and Responsibilities*

- Field Practical: Preparing Minutes.
- Visiting building house project with the Member of Councilors.
- Attending and taking minutes to the different meeting and prepare it as a minutes sheet books.

2013

##### **Tanzania Meteorological Agency**

###### *Duties and Responsibilities*

- Field Practical: Preparing minutes.
- Arranging and sorting well the staff fails to the specific shelf books.

2014

##### **President's Office-Public Service Management**

###### *Duties and Responsibilities*

- Field Practical: I have Prepared Performance Appraisal form so that it can be filled by staff.
- I have supervise the students from Morogoro University who visit the office for purpose of achieving their study. The Human Resource Manager assign me to supervise them in order also to measure my capacity during my training.

2016

##### **TANESCO**

###### *Duties and Responsibilities*

- Field practical: Arranging the process of Recruitment and Selection for new vacancy. Normal it is a process to recruit so I have shortlist the names of candidate who apply to the vacancy post and call them to the interview day.
- Renew the contract of employee. There is an employee who work temporary so after their contract end my supervisor assign me to prepare the new contract to them.
- Attending Performance management and training to employee. It is the training for employee which is done for the purpose of assessing the performance of employee after changing the system of work they use before.
- Industrial Relation: To ensure well code of conduct is maintained as it is.
- To prepare compensation and benefits for employees who required.
- To prepare rewards to employee who qualify to.
- To register the new employee to the specific social security fund so that all they can be member according to the choice of employee. Preparing pension for retirement person. It is a process, and it need high commitment when you deals with that kind of people.
- To prepare permit for staff who need to travel outside the county and within the country.

2018

**Ilala Municipal Council**

*Duties and Responsibilities*

- Revenue Collector: I have supervised those revenue collectors who work in the Integrated Feri Fish Market.
- To ensure contract of each staff is made and the requirement rules are maintained.

JAN 2019-AUG2019

**TPB Bank Plc**

*Duties and Responsibilities*

- Internship: I have performed duties such as:
- **Credit** - To Prepare Micro Credit Loan, Business Loan, Group loan, and Pension Loan.
- To attend meeting for business loan's disbursement.
- To prepare ATM reconciliation.
- **Teller (Cashier)** - To perform those duties such as Deposit and Withdraw transactions of money (Telling duty).
- Perform western Union Transaction.
- Selling and Purchasing Foreign money transaction.

OCTO 2019- AUG 2021

**Ilala Municipal Council**

**Human Resource Department**

I'm working in a capacity of intern under a strong supervision to perform human resource duties such as:

- To prepare contract for temporary employee which working under the Municipal.
- Lawson system: to insert employee's details and data to the system. It is because of data cleaning after discovering that there is a lot of employee who paid salary but they are not yet work. Also, to fill the loan deduction for employees who has loan to the bank.
- To prepare arrears for those employees who claim with their salaries after getting promotion or others who has not yet paid salary.
- To calculate annual leave payment for staff who required to be paid.
- To prepared pension for all retiree, maternity leave pensionable for an employee who required to be benefited and for those who died as a survivor benefits to their specific dependents.

SEP 2021- TO JUNE  
2023.

**Paradise and Wilderness Company**  
**Human Resource Manager**

Performing general function of human resource management such as:

- Recruitment and selections process for a new staff.
- To prepare contracts for staff.
- To registering and controlling attendance machine for staff. It should help on how to clear better participation of each staff and easily to prepare payroll in a monthly salary.
- To prepare payroll for staff payments/ salaries.
- To develop and implement staff training programs.
- Ensuring that all employees' issues can be solved as much as possible and he/she satisfied.
- To develop and maintain company policy/ procedures which helps in service delivery regarding Labor Law and Employment Act.
- To ensure every contribution of staff are paid through Zanzibar Social Security Fund.
- To conduct and facilitate different program which is a beneficiary to the company and if it is required.
- To ensure monitoring and evaluations is good according to the specific project within the company.
- To solve individual complains for staff.
- To ensure company facilities are safety and security as it required.

## **5.0: PROFESSIONAL INTEREST AND SPECIALIZATION**

- Human Resource Managers
- Personnel and Administrative Officer

**Personnel Attribute**

Ability to work independently, team work, hard worker, strong operational driven to see things well developed analytical Skills.

## 6.0: REFEREES

Dickson W. Hanta

Senior Human Resource Officer

Kinyerezi Complex Tanesco

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Kikale S. Nampwapwa

Head of Human Resource Manager

Marumbi Residence Resort Ltd (PW)

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Benadeta Nelson Mwaikambo

Municipal Human Resource Officer

Ilala Municipal Council

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I, Minaeli Ramadhan Msuya, I declare that, the above information is true and valid to the best of my knowledge.