

CURRICULUM VITAE.

FIRST NAME : RICHARD
SURNAME : PETER
PLACE OF BIRTH : MAFINGA
NATIONALITY : TANZANIAN
SEX : MALE
MARITAL STATUS : SINGLE
DATE OF BIRTH : 12/ 02/ 1989
LANGUAGE PHOPHENCY : FLUENTLY SPEAKING & WRITING SWAHILI & ENGLISH
ADDRESS : P.O. BOX 84,
MOROGORO, TANZANIA.
E mail : richrichie301@gmail.com
PHONE : +255 716500942

EDUCATION BACKGROUND.

- ❖ Bachelor degree in Human Resources management 2013 at Mzumbe University, Morogoro
- ❖ Advanced Secondary Education Certificate 2010 at Meta High School, Mbeya.
- ❖ Ordinary Secondary School Education Certificate 2006 at Kimamba Secondary School,

TRAINING PROFESSIONAL

- ❖ 2012 Attended **Remember me Training** held at PPF Pension Fund
- ❖ 2011 Attended the workshop on **how to become competent in east African job market** held at Mzumbe University
- ❖ 2007 Attended computer training course on held at Rehema computer training centre

WORKING EXPERIENCE,

- From October 2012– march 2013 practical field training at PPF Pension Fund as Human capital advisor
- From July 2013- july2014 Temporary working at PPF Pension fund as human capital Trainee
- From July 2014- july2016 worked supervisor at Munange Hotel
- From July 2017- up to now worked as volunteer at Red cross society

SKILLS AND KNOWLEDGE

LABOUR LAWS SKILLS. Ability to update management on labor related proceeding against the company

INTERPERSONAL SKILLS. Ability to communicate between employee and management

TECHNICAL SKILLS. Ability to use computer program such as hrmis, excel, words, Lawson

CUSTOMER SERVICE SKILLS. Ability to retain clients through remember clients name

WORKING DIVERSITY. Ability to work in multicultural environment.

COMPETENCE

SELF STARTER. Ability to create new ideas without any supervision, also to identify and apply opportunities for learning and development.

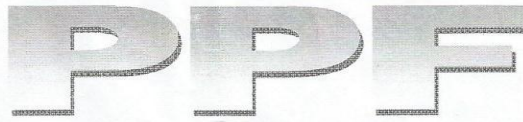
WORKING UNDER PRESSURE. Ability to maintain personal effectiveness by managing own emotions in the face of pressure, setbacks or when dealing with provocative situations.

INFLUENCING AND PERSUADING. Ability to present sound and well reasoned arguments to convince others.

DECISION MAKING. Ability to be ready and to take initiative, originate action and be responsible for the consequences of the decision made

REFEREE;

1. Hawa Mwema
Senior Human Capital Management Advisor
PPF Pension Fund/ NSSF,
Dar es Salaam
Phone: 0657317317
2. Edward Mwantambulo
Commercial Manager
Freight in Time Fit
Dar es Salaam
Phone; 0756069251
3. Happiness G. Mmbando
Principal Human Capital Management Advisor
PPF Pension Fund/NSSF,
Phone: +255 787960903



P.O. Box 72473
Dar es Salaam, Tanzania
Tel.: 2113919/21. 2110642
Fax: 2117772

S.L.P. 72473
Dar es Salaam, Tanzania
Simu: 2113919/21. 2110642
Fax: 2117772

Our Ref.: **PPF/BC.24/193/.....**

Date: **22nd February, 2013**

RE: TO WHOM IT MAY CONCERN
SUB: RE: RICHARD PETER

Reference is made to the above heading.

This is to certify that **Mr. Richard Peter** worked with the **PPF PENSIONS FUND (PPF)** from 01st October, 2012 to 22nd February, 2013 in the capacity as Human Capital Management Advisor as part of field attachment in partial fulfillment of Bachelor Degree in Human Resource Management.

Mr. Richard was stationed at the Head Office within the Directorate of Human Capital Management and Administration.

Mr. Richard is being rated very Good in terms of quality of work, dependability, competence, cooperation and personality. His behavior, conduct, attitude and demeanor are all very good.

Any assistance accorded to her will be highly appreciated.

Yours sincerely,



Hawa Mwema
FOR: DIRECTOR GENERAL

MZUMBE UNIVERSITY



This is to certify that

Richard Peter

having satisfied all the requirements of the award of the degree of

BACHELOR OF HUMAN RESOURCE MANAGEMENT
Second Lower Division

was admitted to the Degree at a Graduation Ceremony held on the
Sixth day of December in the year Two Thousand and thirteen

Deputy Vice Chancellor



Vice Chancellor



S&O - 12572.02 - 4/13

BHRM 011145



MZUMBE UNIVERSITY
SCHOOL OF PUBLIC ADMINISTRATION AND MANAGEMENT
ACADEMIC TRANSCRIPT



REGISTRATION	SURNAME	FIRST NAME	OTHER NAMES	DATE OF BIRTH	SEX	CITIZENSHIP	HOME ADDRESS
11606/T.10	Peter	Richard		1988-02-12	M	Tanzanian	P.O.Box 84

DEGREE PROGRAMME: BACHELOR OF HUMAN RESOURCE MANAGEMENT

EXAMINATION RESULTS

FIRST YEAR 2010/11				SECOND YEAR 2011/12				THIRD YEAR 2012/13			
SEMESTER I				SEMESTER I				SEMESTER I			
CODE	COURSE TITLE	GS	GP	CODE	COURSE TITLE	GS	GP	CODE	COURSE TITLE	GS	GP
COM 110	COMMUNICATION SKILLS IN MANAGEMENT	C	2.24	AOC 201	BASIC ACCOUNTING AND FINANCIAL MANAGEMENT	B	2.78	FIELD	FIELD RESEARCH REPORT	B	2.94
DST 100	DEVELOPMENT PERSPECTIVES	B	3.40	PUB 216	ORGANIZATIONAL BEHAVIOUR	C	2.00				
LAW 102	INTRODUCTION TO ADMINISTRATIVE LAW	C	2.00	PUB 217	INDUSTRIAL RELATIONS AND LEGISLATION	C	2.12				
PUB 113	PRINCIPLES OF MANAGEMENT	B+	4.12	PUB 224	PRINCIPLES OF HUMAN RESOURCE MANAGEMENT	C	2.66				
QMS 100	MATHEMATICS AND STATISTICS	C	2.00	PUB 228	HUMAN RESOURCE PLANNING AND BUDGETING	B	2.78				
SEMESTER I GPA				SEMESTER I GPA				SEMESTER I GPA			
				2.75				2.46			
SEMESTER II				SEMESTER II				SEMESTER II			
CODE	COURSE TITLE	GS	GP	CODE	COURSE TITLE	GS	GP	CODE	COURSE TITLE	GS	GP
ECO 123	INTRODUCTION TO ECONOMICS	B+	4.30	BUS 210	CUSTOMER SERVICE MANAGEMENT	B	3.18	BUS 310	INTRODUCTION TO BUSINESS MANAGEMENT	B	3.11
LAW 107	LABOUR LAW	C	2.57	PUB 212	HUMAN RESOURCE DEVELOPMENT	C	2.29	PUB 321	STRATEGIC NEGOTIATION AND MEDIATION	C	2.86
PUB 124	INTRODUCTION TO PUBLIC ADMINISTRATION	B+	3.99	PUB 220	SOCIAL SCIENCE RESEARCH METHODS	C	2.30	PUB 323	MANAGING PARTNERSHIPS IN PUBLIC SERVICE	B+	3.97
PUB 126	INTRODUCTION TO OFFICE AND RECORDS MANAGEMENT	B	3.32	PUB 226	FUNDAMENTALS OF RECRUITMENT AND SELECTION	C	2.21	PUB 324	PERFORMANCE AND REWARD MANAGEMENT	C	2.00
PUB 129	ETHICS AND GOOD GOVERNANCE	B	3.18	PUB 232	STRATEGIC MANAGEMENT	B	3.18	PUB 326	HUMAN RESOURCE MANAGEMENT INFORMATION SYSTEMS	B+	3.55
SEMESTER II GPA				SEMESTER II GPA				SEMESTER II GPA			
				3.47				2.63			
FIRST YEAR GPA				3.11				2.99			

DEGREE AWARD: BACHELOR OF HUMAN RESOURCE MANAGEMENT

DEGREE CLASSIFICATION: SECOND CLASS - LOWER DIVISION

<div>Dean</div> <div>For Deputy Vice Chancellor (Academic)</div>				Date	
<div>Signature</div>					
School of Public Administration					
CUMULATIVE GPA					
2.8					
THIRD YEAR GPA					
2.99					
KEY TO GRADES					
Grade	Marks	Points	Remarks		
A	70 - 100	4.4 - 5.0	Excellent		
B+	65 - 69.9	3.5 - 4.3	Very Good		
B	60 - 64.9	2.7 - 3.4	Good		
C	50 - 59.9	2.0 - 2.6	Pass		
F	0 - 49.9	0	Fail		

For Deputy Vice Chancellor (Academic)
Dean
School of Public Administration
and Management
Mzumbe University
P. O. Box 2
MZUMBE

The National Examinations Council of Tanzania



Advanced Certificate of Secondary Education

This is to certify that RICHARD PETER

Index No. S0443-0971

sat for the Advanced Certificate of Secondary Education Examination

at META SECONDARY SCHOOL

in FEBRUARY 2010

and qualified for the award of an

ADVANCED CERTIFICATE OF SECONDARY EDUCATION

in Division TWO

after attaining the following performance:-

Subject	Grade
GENERAL STUDIES	S (PASS)
HISTORY	B (PASS)
GEOGRAPHY	D (PASS)
KISWAHILI	D (PASS)

[Signature]

Chairperson

[Signature]

Executive Secretary

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AC10 0026996



The National Examinations Council of Tanzania



Certificate of Secondary Education

This is to certify that **RICHARD PETER**

Index No. **S0766-0032**

sat for the Certificate of Secondary Education Examination

at **KIMAMBA SECONDARY SCHOOL**

in **OCTOBER 2006**

and qualified for the award of a

CERTIFICATE OF SECONDARY EDUCATION

in Division **THREE**

after attaining the following performance:-

Subject	Grade
CIVICS	C (PASS)
HISTORY	C (PASS)
GEOGRAPHY	D (PASS)
KISWAHILI	D (PASS)
ENGLISH LANGUAGE	D (PASS)
PHYSICS	D (PASS)
CHEMISTRY	C (PASS)
BIOLOGY	D (PASS)
BASIC MATHEMATICS	F (FAIL)

Chairperson



Executive Secretary

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special inks and paper.
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to verify a Giraffe can be seen
through the paper.

CS No 0627688

R EHEVA COMPUTER TRAINING CENTRE



DODOMA, TANZANIA
EAST AFRICA

Certificate

This is to certify that

RICHARD PETER

*Having completed the prescribed courses of
study and having passed the required examination
has been awarded Certificate in:-*

*Introduction to Computer,
Microsoft Word
Microsoft Excel
Microsoft Publisher.*

and has achieved a commendable pass

COURSE STARTED :

From : 01-DEC TO 30-JAN 2007


TRAINING MANAGER

Registered by




DIRECTOR

Date: 12/FEB/2007

No: RCTC/VETA/C.30/695 104



THE UNITED REPUBLIC OF TANZANIA

CERTIFICATE OF BIRTH

BD/N^o. 0101273

No. of entry	(1)	LRG MR 945/2010
Where born	(2)	MAFINGA IRINGA
Name if any	(3)	RICHARD
Sex	(4)	MALE
Name and Surname of father	(5)	PETER STONOLWA SANGA
Father's occupation and residence	(6)	PEASANT KIMAMBA MOROGORO
Father's Nationality	(7)	TANZANIAN
Name and maiden name of mother	(8)	MARIA SIMON
Mother's occupation and residence	(9)	PEASANT KIMAMBA MOROGORO
Mother's Nationality	(10)	TANZANIAN
Signature, description and residence of informant	(11)	AS PER APPLICATION OF BIRTH IN WRITING FORM DATED 23RD APRIL 2010 AND SGD BY R. PETER BT MOROGORO
Date of Birth	(12)	TWELFTH FEBRUARY 1988
Date of registration	(13)	TWENTY THIRD APRIL 2010
Signature of registering officer	(14)	SGD: G. MWINAMI
Baptismal name added or altered at registration of birth	(15)	

Certified under the Births and Deaths Registration Ordinance (Cap. 108 of the Laws), to be a true copy of an entry in the register in my custody of Birth for the District of IRINGA Dated this 24TH day of APRIL 2010

Fee Paid Shs. 2,000/=

MPP-DSM

Registrar-General of Births and Deaths



Certificate of Attendance

RICHARD PETER

Has attended a workshop with a theme

**HOW TO BECOME COMPETENT IN EAST AFRICAN JOB MARKET
AMONG UNIVERSITY GRADUATES.**

**Held at Mzambe University (Tanzania) on 20th August 2011 facilitated by
professionals from various companies and Academicians.**

Chairman-MUEDA

Chairman-MUEDA

**(Mzambe University Entrepreneurship
Development Association)**

