

CURRICULUM VITAE.

1. Ms. STELLA PETER MATEMU

- P. O. Box 664, Babati, Tanzania
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- Phone: +255 748236658,
+255 628288791
- Date of Birth: 07/03/1997
- Place of Birth: Babati - Manyara, Tanzania
- Marital status: Single
- Religion: Christian
- Nationality: Tanzanian
- Language Proficiency: fluent in Swahili and English

2. Academic/career/Professional Qualification

<i>DATE</i>	<i>INSTITUTIONS</i>	<i>AWARDS</i>
2018-2021	Moshi Co-operative University Moshi, Tanzania	Bachelor of Arts in Human Resource Management, (BA-HRM)
2015-2018	Urambo day Secondary school Tabora , Tanzania	Advance certificate of secondary School.
2012-2015	Babati Day Secondary School Babati, Tanzania	Ordinary Secondary School Certificate
2005-2011	Oysterbay Primary School Babati, Tanzania	Primary School Certificate

3. **Professional/Career Experience**

DATE	POST	RESPONSIBILITIES
2020,March-May 2020	Human resource and record keeping manager at Moshi Municipal.	<ul style="list-style-type: none"> ❖ record keeping of employees in Moshi Municipal ❖ receiving and recording incoming and outgoing mails.
2021,October-to date	Human resource manager and Accountant at Care Plus Hospital, Moshi Kilimanjaro	<ul style="list-style-type: none"> ❖ Prepare payroll for employees. ❖ Planning of proper strategies which are suitable in the organization. ❖ Communicating with staff about issues affecting their performance and organization. ❖ Overseeing the health and safety of all employees. ❖ Identifying staff gap, preparing job descriptions and managing the employment process. ❖ Monitor performance of each employee.

		<ul style="list-style-type: none"> ❖ Allocating resources available in the organization. ❖ keeping records for all document available, such as confidential document and those of financial and employee information files. ❖ Accounting. ❖ Keeping records for patient as well as to register them in the computer system (both cash and insurance beneficiary)
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4. **Competencies and Applicants Expertise**

- Ability to work under pressure and meet the deadline
- Ability to administer, manage and control staff
- Communication Skills.
- Record keeping and maintaining.
- Self Confidence and Trust
- working under minimum supervision/no supervision
- leadership.

5. **Other Professional Career Skills Attained**

- Combating Corruption
- Real life after UNIVERSITY TRAINING

6. **INTERESTS AND HOBBIES**

- Learning new things, & Socialization.

7. **Research and Other Publications**

Research Title: “THE ROLE OF TALENT MANAGEMENT AND ORGANIZATION PERFORMANCE IN MOSHI MUNICIPAL”

Done as a “Partial Fulfillment for the Requirement of Bachelor of Arts in Human Resource Management, Moshi Co-operative University Moshi, Tanzania.”

8. **Referees/References**

(a) **Mr. Francis Joachim Mkenda.**

Title: Data officer, Tanzania Women Research Foundation (TAWREF)

Email: francismkenda94@gmail.com

Phone: +255 756287506,

(b) **Ms. Getrude Method Shirima.**

Title: Administrator, Care Plus Hospital Moshi.

Email: getrudemethod@gmail.com

Phone: 0748700306

(c) **Ms. Elizabeth Julius Girangai,**

Title: Project Manager, Sustainable Agriculture Tanzania (SAT),

Email: lizzygirangai@gmail.com

Phone: 0759276667

I declare that the information provided in this resume is complete and correct to the best of my knowledge. I understand that any false information supplied could lead to my application being disqualified if am appointed.

Signature. .. 