

Nasry Ally

Contact

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Skills

Customer Care and
Customer Management

Microsoft PowerPoint

Recruitment and Selection

Payroll System Management

Oral and writing
communication

Labor Law

Employees Training

Industrial Relations

Bilingual HR with recognized skills in document management and client relationship building. Diplomatic communicator with commitment to applying resourceful approach to all challenges. Proficient in IT with expertise in Microsoft Office. Oversee well-organized and efficient HR operations by balancing organizational targets with compliance and employee demands. Focused on maximizing resource utilization and enhancing performance with forward-thinking approaches. Solid background of improving collaboration and consensus across Production company environments.

Work History

2021-09 –
2022-10

Team Leader Member

UNICEF, DAR ES SALAAM, TANZANIA

- Supervised team members and oversaw effective and efficient completion of job duties.
- Set performance goals for individual team members and created reward systems and contests.
- Distributed necessary tasks and duties during each shift.
- Quickly and efficiently resolved complaints and escalated issues.
- Used coordination and planning skills to achieve results according to schedule.
- Conducted research, gathered information from multiple sources and presented results.
- Built strong relationships with customers through positive attitude and attentive response

2021-10 -
2021-12

Intern Human Resource Officer

FARM AFRICA, DODOMA, TANZANIA

- Reviewed source documents and listings to compile resources for identifying and correcting data allocation issues.
- Developed information extraction and monitoring practices based on up-to-date InfoSec standards.
- Organized, sorted and checked input data against original documents.

Strategic Planning

Systems administration

Interpersonal
Communication

Decision Making

Analytical and Critical
Thinking

Languages

English

Good

Kiswahili

Excellent

Software

Office suites (Microsoft
Office.)

Excellent

Communication and
collaboration tools (Slack,
Skype.)

Excellent

Spreadsheets (Excel, Google
Spreadsheets, etc.)

Excellent

Presentation software
(PowerPoint, Keynote)

Excellent

- Scanned documents and saved in database to keep records of essential organizational information.
- Monitored database updates and verified for correctness.
- Collect daily, weekly or monthly timesheets.
- Calculate bonuses and allowances.
- Prepare employees' compensation by the end of each month using payroll software.
- Schedule bank payments or hand out paychecks directly to employees.
- Distribute payment statements and gather signed receipts (digital or paper)
- Evaluated source documents to locate needed information.
- Sent completed entries for evaluation and final approval.

2020-09 -
2021-02

Intern as Human Resource Assistant, and Administrative

TANZANIA REVENUE AUTHORITY (TRA), MBEYA, TANZANIA

- Identified issues, analyzed information and provided solutions to problems.
- Prepare Word, Excel and PowerPoint documents
- Proofread HR documents including audits, marketing information, and handbooks.
- Complete and mail out regret letters
- Send background checks to HR Plus and save results when they are returned
- Gathered, arranged and corrected research data to create representative graphs and charts highlighting results for presentations.
- Verified accuracy and validity of data entered in databases to correct errors.
- Interviewed or administered standardized tests to research subjects to collect data.
- Worked with customers to understand needs and provide excellent service.

2020-01 -
2020-01

SUPPORTING STAFF (Protocol Officer)

PAN AFRICAN POSTAL UNION, ARUSHA, Tanzania

- Developed team communications and information for delegation meetings.
- Developed exceptional attendance record with special attention to punctuality and preparation to work upon arrival.
- Worked with Foreign affair office to understand requirements and provide exceptional protocol service.
- Actively listened to customers, handled concerns quickly and escalated major issues to supervisor.
- Worked within applicable standards, policies and regulatory guidelines to promote safe working environment.

2019-08 -
2019-10

Human Resource and Administrative Assistant

ARUSHA REGIONAL COMMISSIONER OFFICE, ARUSHA, TANZANIA

- Recorded meeting minutes to provide historical account of actions, measure progress against strategic plan and drive accountability.
- Set up conference rooms, technology and materials to facilitate meetings.
- Executed record filing system to improve document organization and management.
- Maintaining employee records (soft and hard copies)
- Assisting in payroll preparation by providing relevant data, like absences, bonus and leaves
- Manage department's telephone center and address queries accordingly
- Prepare reports and presentations for internal communications
- Provide orientations for new employees by sharing on boarding packages and explaining company policies

2019-10 -
2019-10

SUPPORTING STAFF (Protocol Officer)

SADC SECRETARIET, ARUSHA, Tanzania

- Developed exceptional attendance record with special attention to punctuality and preparation to work upon arrival.
- Serving during meeting
- Welcoming delegate from different county to Tanzania.
- Helping ministers in different meeting activities
- Demonstrated respect, friendliness and willingness to help wherever needed.
- Developed team communications and information for meetings.
- Resolved problems, improved operations and provided exceptional service.

2018-05 -
2018-10

Administrative Office Assistance

M.S.Meghji Ltd, Dar Es Salaam, Tanzania

- Produced highly accurate internal and external letters and memoranda.
- Prepared packages for shipment, pickup and courier services for prompt delivery to customers.
- Created and updated physical records and digital files to maintain current, accurate and compliant documentation.
- Greeted incoming visitors and customers professionally and provided friendly, knowledgeable assistance.
- Delivered top-notch administrative support to office staff, promoting excellence in office operations.
- Sorted, opened and routed incoming correspondence and deliveries to help senior leaders respond quickly to business and customer requirements.
- Answered incoming phone calls pleasantly directed calls to appropriate personnel.
- Interacted with customers professionally by phone, email or in-person to provide information and directed to desired staff members.

- Worked with upper management to complete complex projects on tight budgets within specific timelines.
- Answered and managed incoming and outgoing calls while recording accurate messages for distribution to office staff.
- Increased customer service success rates by quickly resolving issues.

2016-07 -
2016-10

Data Officer

Serengeti Breweries Limited, Dar Es Salaam, Tanzania

- Conducted thorough research using diverse resources to assist professional staff with routine and special project tasks.
- Tracked and recorded open and closed orders and change requests to prevent errors, keeping all team members aligned with current demands.
- Prepared and distributed team-based communications to foster collaboration and enhance team morale.
- Completed multiple tasks simultaneously to optimize project completion.
- Interacted with vendors, sales and professional services personnel to receive orders, direct activities and communicate instructions.
- Created and updated physical records and digital files to maintain current, accurate and compliant documentation.

Education

2019-10 -
2021-08

Bachelor in Human Resource Management: Administrative Studies

MZUMBE UNIVERSITY - MBEYA

2015-10 -
2017-07

Diploma in Human Resource Management: ADMINISTRATIVE STUDIES

Mzumbe University - MBEYA

2010-01 -
2013-09

SECONDARY SCHOOL: ART'S

Interests

Traveling, Involved in local clubs.

Volunteer in companies, Organizing events in the community,

Reading (fiction and non-fiction books, magazines, etc.)

Writing (blog posts, articles, poems, books, etc.)

Volunteering

Playing team sports

Accomplishments

- Responded to over 85 customer calls daily and solved 90% of their concerns.
- Served customers in a positive way, receiving two customer service awards in the past year.
- Assisted credit manager in account collection by phone and mail, increasing accounts receivables by 20%.
- Created a multi-media campaign that increased awareness on climate change by 700 students in two years.
- Supervised team of 50 staff members.

Additional Information

MEMBERSHIP

2020/2021 - MZUMBE UNIVERSITY PCCB CHAIRPERSON

2020/Currently - Co-Founder of TANZAGREEN INITIATIVE ORGANIZATION (NGO)

2021/2022 - Member of GLOBAL YOUTH PARLIAMENT

INTERNATIONAL CONFERENCE ATTENDED:

- **APRIL, 2021** - Delegate of Tanzania in Social, Humanitarian, and Cultural Committee (**SOCHUM**)
- **JUNE, 2021** - United Nations General Assembly - Disarmament and International Security Committee (**UNGA DISEC**)
- **SEPTEMBER, 2021** - YOUTH MODEL UNITED NATION UNDER UNDP
- **MAY, 2021** - CLIMATE REALITY LEADERSHIP CORPS
- **APRIL, 2022** - Teaching Fellow (CLIMATE REALITY LEADERS)

REFEREES

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JACOB MSEKWA

Arusha Regional Commission Office

Regional Protocol Officer