

HOPE WAZIRI MANGO

Morogoro, Tanzania

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PROFILE

A university graduate, hold a Bachelor Degree of Human Resource Management at Mzumbe University seeking a position that will consolidate my skills and knowledge about Management issues. I am a hard worker, can work under strict deadlines with minimal supervision, Ambitious and self-motivated, good team player, capable of solving problems steps by steps from definition to their conclusion, I also like challenges so as to know my weakness and being able to turn in right way, I am self-disciplined and a good communicator.

SKILLS & ACHIEVEMENTS

- Ethical in decision making
- Creative and Critical thinking
- Communication skills
- Interpersonal skills
- Microsoft Office Packages [Word, Excel, PowerPoint].
- Problem solving
- Team work and social activities managing skills

PROFESSIONAL EXPERIENCE

- **TANESCO (Practical training)** [**October 2021- March2022**]
 - Preparation of weekly, monthly and employees' industrial report
 - Preparation of payrolls
 - Documentation of new employees' information (opening of employees' personal files)
 - Ensuring Training and Development to the employees'
 - Providing administrative support to the HR department
 - Outline job descriptions for potential new candidates
- **MORUWASA (Internship)** [**August 2022- October 2022**]
 - Assisting with day-to-day operations of the HR functions and duties.
 - Compile and update employee records (hard and soft copies)
 - Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, -leaves, performance evaluations and retirement reports)
 - Coordinate HR projects such as meetings and take minutes.
 - Assist in payroll preparation

EDUCATION

- **MZUMBE UNIVERSITY** [2019 - 2022]
Bachelor degree in Human Resource Management
- **DAKAWA HIGH SCHOOL** [2017 – 2019]
Award: Advance Certificate of secondary school(ACSE)
- **KINGALU SECONDARY SCHOOL** [2013 – 2016]
Award: Certificate of secondary school(CSE)

CERTIFICATIONS

- Bachelor degree in Human Resource Management
- Advanced Certificate of Secondary School Education
- Certificate of Secondary School Education

ADDITIONAL INFORMATION

Languages: English: Conversant & writing & Reading Swahili: Fluent/Native

hobbies and interests: -Physical exercise
-Travelling to different places

REFEREES

Nelson Ntabae
Human Resource officer
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DECLARATION

I underlined, here by certify that to the best of my knowledge and beliefs, this document correctly describes my qualification, experience and ability.