

## **CURRICULUM VITAE**

---

### **PERSONAL INFORMATION AND CONTACT ADDRESS**

**FULL NAME MOHAMED TWALIBU NKUPE**

**MOBILE. 0629538327/0710949673**

**NIDA NUMBER 19950522211070000129**

**DATE OF BIRTH: 22/05/1995**

**BIRTH PLACE: TANGA REGIONAL**

**NATIONALITY: TANZANIA**

**CURRENT ADDRESS: P.O.BOX 60126 ILALA, DAR ES SALAAM**

**EMAIL: [Mohamednkupe95@gmail.com](mailto:Mohamednkupe95@gmail.com)**

### **EDUCATIONAL BACKGROUND**

<b>PERIOD</b>	<b>INSTITUTION</b>	<b>PROGRAME</b>
2016-2019	Mzumbe university (MU), Morogoro region, Tanzania.	Bachelor of health systems management.
2014-2016	Kilosa high school, Morogoro region, Tanzania.	Advanced certificate of secondary Education Examination (ACSEE)
2010-2013	Usagara Secondary School, Tanga region, Tanzania.	Certificate of secondary Education Examination (CSEE)
2003-2009	Makorora Primary School, Tanga region, Tanzania.	Certificate of Primary Education (PSE)

## **PROFESSIONAL QUALIFICATIONS**

Human resources officer (Health Administrator) with a bachelor degree Health Systemsmanagement from Mzumbe University.

## **WORKING EXPERIANCE**

***From February 2021 to April 2023***

***Worked as human resources and administration supervisor at Goodwill (Tanzania) ceramic Co.Ltd, Coastal Region Tanzania.***

- Recruitment and resignation of local employees.
- To negotiate salaries with candidate based on available salary scale criteria of the institution.
- To applying for and obtaining company certificates and license.
- To administer all human resources issues as regards contracts, holidays, sick sheets when they excused from duties due to illness and others.
- To manage all daily, weekly and monthly operation of the factory and prepare HR related reports.
- Assisting the manager in dealing with local government departments.
- Processing payroll.
- To solve conflicts at workplace.
- Monitoring daily staff attendance and performance.
- To develop and manage institution inventory and submit monthly reports of all equipment and tools in the factory.
- To maintain and organize employee records
- To provide advice to the higher authority and participating in various matters pertaining to disciplinary and employees' development.
- To answer queries staffs.
- To Monitor expenses and suggest cost-effective alternative.

**From july 2019 to November 2020**

***Worked as Assistant human resource officer at Mamujee products Limited, Tanga city council.***

- Assist in attending staff matters regarding recruitment and interviewing, selection, confirmation promotions and internal transfers.
- Assist the manager in dealing with local government
- Applying for company certificates and license.
- Assist on preparation of orientation and induction programs.
- Assist on compilation and updating personal particulars for employees.
- Assist in the preparation of performance reports.
- Assist in preparing training needs assessment.
- Assist in interpretation of the scheme of service, staff regulation and various Acts related to employees.
- Assist in monitoring of daily staff attendance and recommend solutions to resolve chronic attendance difficulties.
- Participating in various matters pertaining to disciplinary and employees' development.
- Prepare staff Leave Roster.

**From march 2018 to june 2019**

***Worked as Assistant human resource officer at Tanga regional referral Hospital, Tanga city council.***

- Assist to manage all daily, weekly and monthly operation of the hospital and prepare HR related reports.
- Assist to administer all human resources issues as regards contracts, holidays, sick sheets when they excused from duties due to illness and others..
- Assist to Processing payroll
- Assist to develop and manage hospital inventory and submit monthly reports of all equipment and tools in the institution.
- Assist to ensure all procurement store and stock control are being followed correctly in accordance with the institution requirement.
- Participating in various matters pertaining to disciplinary and employees' development.
- Facilitate teaching to students of (CMT level 4, 5 and 6 ) on i) **Communication Skills** ii) **Leadership and Management** iii) **entrepreneurship and life skills** iv) **Health Promotion** at Tanga college of health and allied science.
- Assist to supervise vehicles for transportation of patients to national hospital for further management.
- Assist to Updating workers information.
- Assist in entering Data in District health information system (DHIS2)
- Assist to Conducting performance appraisal and fill OPRAS form.

**From May 2016 to December 2016**

***Worked as customer care agent at Tigo shop –Tanga city branch.***

- Answering inbound and outbound calls
- Management and resolve customer complaints
- Following up on customer calls
- Provide product and service information to customers.
- Processing customers payments and orders
- Upselling products and services
- Conducting market research
- Managing and updating customer databases
- Collecting and reporting on customer feedback
- Training new call centre agents.

## **RESEARCH AND COMMUNITY FIELD PROJECT INVOLVEMENT**

**October 2017 – April 2018** Research on Factors *influencing low re-enrolment among the Community Health Fund (CHF) members at Tanga City Council.*

**February 2020-September 2021** Research on factors for the *low registration of patients and students at Besha Community organisation.*

## **SHORT COURSES AND TRAINING**

**December 2013 – April 2014** Short course on computer studies.

**July 2014 – May 2016** Training course on prevention and combating of corruption.

## **COMPUTER LITERACY**

➤ Very good Skills on:

- MS-Word ➤ MS Excel
- MS-Power point
- Internet/mailing
- Statistical package for social sciences (SPSS)-package

## **LANGUAGE PROFICIENCY**

- English: Very good on Speaking, writing and reading.
- *Kiswahili*: Very good on Speaking, writing and reading.

## **INDIVIDUAL ABILITIES AND SKILLS**

- Self- motivated, working with minimum supervision, team building and capable of working under pressure
- Willing to learn
- Presentation skills
- Computer application skills
- Able to lead
- Flexible with changes
- Communication skills, writing skills, presentation skills, and Counseling skills.

## **REFEREES**

- ❖ **Idrisa Mkubwa** –Human resource officer at Goodwill (Tanzania) ceramic Co.Ltd.

*Mobile:* 0683661463

*Email:* [mkubwaiddi94@gmail.com](mailto:mkubwaiddi94@gmail.com)

- ❖ **Irene Mataka** – Senior Human resource officer at Mamujee industrial product

*Mobile:* 0718116118

*Email:*[Matakairene87@gmail.com](mailto:Matakairene87@gmail.com).

- ❖ **Gaitan Simon Mwihava** – Team Leader and call center supervisor at Tigo shop Tanga city branch.

*Mobile:* 0692322566

*Email:* [mwihavaGais89@gmail.com](mailto:mwihavaGais89@gmail.com).

## **DECLARATION**

I Mohamed Nkupe i declare that the information provided is complete and correct to the best of my knowledge. I understand that any false information supplied could lead to my application being disqualified or my discharge if I am appointed.

.....*MTnkupe*.....

Mohamed Nkupe