



Ismaiya Said
Dar es Salaam
ihsam3296@gmail
+255 757 110 310

I am a compassionate human resource manager graduated from Mzumbe university; I am friendly, enthusiastic girl with acute entreat in developing skills and working ability through strong working relationship in excellent teamwork and communication skills. I did my field study at Tanzania electric supply company at Kinondoni region dar es salaam and equipped the skill in integrity, initiative, listening actively as well as managing of personnel resources. I am dedicated to maintain a focus on collaborating with labor laws concerning the labor relation in the organization.

PERSONAL INFORMATION

Address: , Dar es Salaam,
Date of birth: 03/02/1996 Mwanza
Nationality: Tanzanian
Hobbies: Traveling, swimming and running

LANGUAGES

★★★★☆☆ English
★★★★★★ Swahili

SKILLS

Adaptability
Communication Skills
Ability to Work Under Pressure
Time Management
Teamwork

EDUCATION

- * November 2019 – December 2022
Mzumbe University (Chuo Kikuu Mzumbe), Mbeya Bachelor degree
- * June 2017 – July 2019
Tanzania institute of business and project management , Dar es Salaam Diploma
- * September 2016 – April 2017
Tanzania institute of business and project management , Dar es Salaam Certificate
- * January 2011 – November 2014
St' Marks secondary school , Dar es Salaam Certificate of secondary education
- * January 2004 – December 2010
Bugogo primary school , Geita Certificate of primary education

INTERNSHIPS

- * November 2021 – April 2022
Administrative assistant at Tanzania electric supply company , Dar es Salaam

COURSES

* June 2019 – July 2019
Quickbooks and tally , Eight sky

REFERENCES

- * Novat Kimaro from Mzumbe university
nkimaro@mzumbe.ac.tz
+255 758037838
- * Knight Lawrence from Tanzania electric supply company
knight.lawrence@tanesco.org
0712 258 776



This is to certify that

Ismaiya H Said

having satisfied all the requirements for award of the degree of

**BACHELOR OF HUMAN RESOURCE
MANAGEMENT
SECOND CLASS - UPPER DIVISION**

was admitted to the Degree at a Congregation held on the
First day of December in the year Two Thousand and Twenty Two



Deputy Vice Chancellor
(Academic Affairs)



SPONSOR: PRIVATE



Vice Chancellor

BHRM 31302243-19

TANZANIA INSTITUTE OF PROJECT MANAGEMENT



This is to certify that

Ismaiya H. Said

Having satisfied the requirements for the award of

Certificate

in

Business & Project Management

PASS

With all its accolades

The governing board is hereby grant this student an award

On the 24th Day of November, 2018

Chairperson - Governing Board



REG/PWF/042

Rector



The National Examinations Council of Tanzania



Certificate of Secondary Education

This is to certify that ISMAIYA H SAID

Index No. S1247-0070

sat for the Certificate of Secondary Education Examination

at ST.MARKS SECONDARY SCHOOL

in NOVEMBER 2014 and qualified for the award of this

CERTIFICATE at CREDIT level

after attaining the following performance:-

Subject	Grade
CIVICS	C (PASS)
HISTORY	E (UNSATISFACTORY)
GEOGRAPHY	E (UNSATISFACTORY)
KISWAHILI	D (PASS)
ENGLISH LANGUAGE	B+ (PASS)
LITERATURE IN ENGLISH	C (PASS)
PHYSICS	C (PASS)
CHEMISTRY	C (PASS)
BIOLOGY	D (PASS)
BASIC MATHEMATICS	E (UNSATISFACTORY)

[Signature]
Chairperson

[Signature]
Executive Secretary

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