

AMINA TOTO KASSY

CURICULLUM VITAE

PERSONAL DETAIL

Name: **Amina Toto Kassy**

Date of birth: 13th March 1996

Place of birth: Babati- Manyara

Sex: Female

Nationality: Tanzanian

Mobile: +255718120990

Email: aminakassy1996@gmail.com

Postal address: P.o.Box 22 Chato

Current residence: Geita

EXPERIENCE

Tanzania Revenue Authority

Under Human Resource Office 12/08/2019 to 29/03/2021

Duties Performed:

- Maintaining employee records
- Compiling and maintaining paper, digital and electronic employee records, including holiday and sickness leaves.
- Entering employee data into computer database
- Preparation of Payrolls.
- Organizing training and development.
- Looking safety and health of employees.
- Organizing meeting between Management and Employees
- Conducting orientation to new staff
- Writing and submitting reports to general HR activities
- Execution of Compensation and benefits.
- Maintaining employee and labor relations.

EDUCATION BACKGROUND AND QUALIFICATION

Bachelor of Human Resource Management Mzumbe University (MU)	2017 to 2020
Advanced Level Secondary Education Kafule Secondary school	2015 to 2017
Ordinary Level Secondary Education Lomwe Secondary School	2011 to 2014
Primary School Education Majengo Primary School	2004 to 2010

PROFESSIONALS AND WORKSHOP

Basic Certificate Course in Motor Vehicle Driving	1/11/2021 To 30/11/2021
GHANDUM DRIVING SCHOOL	

PERSONAL SKILLS

- Human Resources Information System (HRIS)
- Basic computer skills and knowledge (MS Offices)
- Creative and innovative person
- Faithful, Respective honest and straightforward
- Learning oriented

INTEREST

Professionals: Employee relations, Onboarding, Project management, Scheduling, Teamwork and collaboration, Customer service, Economist and Sports: netball,

LANGUAGE

- English; native like fluency
- Swahili

REFEREES


1. Mr. Jacob Andrea Madata
Tanzania Revenue Authority
P.o.Box 170 Mwanza
Mob: +255 756960090
Email: jmadata@tra.go.tz

2. Robert JG Mwenyasi
Lecturer at Mzumbe University(MU)
Phone: +255762401765
Email rmwenyesi@mzumbe.ac.tz

3. Madam Rhoda Damas Mwizanholya
Lecturer and Research Coordinator
Mzumbe University Mbeya Campus College
Mobile +25565548127
Email: rodkadamas@yahoo.com

DECLARATION

I hereby declare that, all the above information are true and correct according to my best knowledge and understanding. I am aware that I might be withdrawn from any position which this CV is submitted in and all or part of the above information being found false and or incorrect. Therefore, I will be ready to provide relevant original certificates or explanations to any of the above parts if required.

Yours Sincerely,

Amina Toto Kassy