

# Salma Mkosola

## Personal details

<b>Email address</b>	mkosolasalmah@gmail.com
<b>Phone number</b>	+255655762617
<b>Address</b>	Kigamboni, 17109 Dar Es Salaam
<b>Date of birth</b>	March 27, 2000
<b>Place of birth</b>	Mtwara
<b>Gender</b>	Female
<b>Nationality</b>	Tanzanian
<b>Civil status</b>	Unmarried
	Human resources officer



## Education

<b>Nov 2020 - Jul 2023</b>	<b>Bachelor degree in Human resources management</b> Tanzania Institute of Accountancy, Dar es Salaam
<b>Jul 2018 - Jul 2020</b>	<b>Advanced Certificate Of Secondary Education</b> Manyunyu Girls Secondary school, Njombe
<b>Jan 2014 - Nov 2017</b>	<b>Certificate of Secondary Education</b> Nangoo Secondary school, Mtwara
<b>Jan 2007 - Sep 2013</b>	<b>Primary school education</b> Mwongozo primary school, Mtwara

## Skills

<b>Communication</b>	Very good
<b>Leadership</b>	Good
<b>Computer skills</b>	Excellent
<b>Problem solving</b>	Very good
<b>Time management</b>	Excellent
<b>Active listening</b>	Excellent
<b>Team Work</b>	Very good

<b>Project management</b>	Very good
<b>Employee relations</b>	Very good
<b>Recruitment</b>	Excellent
<b>Performance management</b>	Very good

## Languages

<b>English</b>	Fluent
<b>Swahili</b>	Fluent

## Hobbies

- ☐ Reading
- ☐ Volunteering
- ☐ Strategic thinking
- ☐ Travel
- ☐ Sports
- ☐ Learning languages

Dar Es Salaam, December 20, 2023



## Achievements

I have achieved in Human resources knowledge like recruitment, employee relations, performance management and proficiency in Human Resources Information System (HRIS) and software.