**AMANI .N. KAHANGWA**

Dar es Salaam, Tanzania

Mobile: +255 758 716 840

Email:kahangwaamani@gmail.com

**PROFESSIONAL SUMMARY**

Detail-oriented graduate in Human Resource Management, seeking for employment position in a dynamic organization to utilize my skills, knowledge and competencies in enhancing organizational effectiveness and efficiency in the field of Human Resource, Administration, Marketing and any other related field.

**PERSONAL INFORMATION**

Date of birth : May 11th 1996

Gender : Male

Nationality :Tanzanian

Marital status : Single

**EDUCATION**

2018 – 2021 **Bachelor Degree of Human Resource Management (BHRM)**

Tanzania Institute of Accountancy (TIA) – Dar es Salaam, Tanzania

2014 - 2016 **Advanced Certificate of Secondary Education Examination (ACSE)**

Bondeni Secondary School, Arusha- Tanzania

2010- 2013 **Certificate of Secondary Education Examination (CSE)**

Bilile Secondary School – Bukoba, Tanzania

2003 -2009 **Certificate of Primary Education Examination**

Bilile Primary School- Bukoba, Tanzania

**WORK AND FIELD EXPERIENCES**

January 2023 –December 2023 Intern work at AMSONS GROUP, department of marketing and sales as an Assistant Human Resource Officer (HRO).

**Performed the following Duties: -**

•To find customer from different market to buy our products

•To visit customers at their working areas and convince then to purchase/use our product

•Providing education to our customers about the type and quality of our products

•Making communication with customers though phone to and advertise our products

•Assist in payroll preparations and management

•Assist in attendance monitoring and reporting to the HRM

•Be and Organization ambassador regarding the company’s products

FIELD TRAINING EXPERIENCE

August 2020 - October 2020 Field Practical Training Kinondoni Municipal Council, Dar es Salaam. Under Department of Human Resource working as an Assistant Human Resource Officer (HRO).

**Performed the following Duties: -**

Maintains accurate and up-to-date human resource files, records, and documentation.

 Maintains the integrity and confidentiality of human resource files and records.

Performs periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.

Provides clerical support to the HR department.

Acts as a liaison between the organization and external benefits providers and vendors, which may include health, disability, and retirement plan providers.

 Performs other duties as assigned.

**KEY SKILLS AND KNOWLEDGE**

•Responsibility, accountability, and acting with highest level of integrity.

•Strong communication skills and customer care skills

•Proven good interpersonal and organizational skills.

•Team works and perseverance skills

**COMPUTER LITERACY**

* Microsoft Word,
* Microsoft Excel,
* Microsoft Access,
* Internet and E-mail

**HOBBIES AND INTEREST**

Interested in

* Environmental conservation
* Charity work
* Reading
* Body exercise
* Movies

**LANGUAGE SKILLS**

**Skills in Speaking, Reading and Writing**

**Language Level of Proficiency**

English Excellent

Swahili Excellent

**REFEREES**

1. Ms. Sharifa Tuly

Human Resource Manager

AMSONS GROUP OF COMPANIES

P. O. Box 22786

Dar es Salaam, Tanzania

Mobile: +255 717 421 077

1. Dr. Mohamed A. Balozi

Head of Quality Assurance and Control/ Lecturer

Tanzania Institute of Accountancy(TIA)

P. O. Box 9522

Dar Es Salaam, Tanzania.

Mobile: +255 692 461 164

Email: balozyunior2@gmail.com

1. Mr. Hamza Kahangwa

Chief Security Officer (CSO)

United Bank for Africa Tanzania Limited (UBA)

P. O. Box

Dar es Salaam, Tanzania.

Phone: +255(0)784 039 900

Email: Hamza.kahangwa@ubatanzania.co.tz

**DECLARATION**

I, ***Amani Nassor Kahangwa,*** do herebydeclare that the information I have provided in this Curriculum Vitae are true and correct to the best of my knowledge.