

## CURRICULUM VITAE

### A: PERSONAL DETAILS

First Name: Aneth John  
Surname: Msovela  
Nationality: Tanzanian  
Gender: Female  
Date of Birth: 04/09/1996

### B: CONTACT ADDRESS

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Tanzania  
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### *Career Objective:*

An organised, bright and confident college leaver who is able to work closely with various stakeholders to ensure a timely and efficient recruitment process in any HR department. I have superb communication skills and can quickly establish working relationships with a range of stakeholders at all levels. I have good administration and IT skills, and extensive knowledge of database systems.

### C: EDUCATION

Month/Year	School/University	Course	Award
2017- 2020	Tanzania Institute of Accounts P.O Box 9522 Dar es salaam	Bachelor Degree in Human Resource Management	Bachelor Degree in Human Resource Management
2015-2017	University of Iringa (UoI) P.O BOX 200 Iringa	Diploma in Human Resource Management	Diploma in Human Resource Management
2014-2015	Ruaha Catholic University (RUCU) P.O BOX 774, Iringa	Certificate in Business Administration	Certificate in Business Administration
2010– 2013	Cagrielo Girls Secondary School, P.O BOX 930, Iringa	Certificate of Secondary Education	Certificate of Secondary Education

### D: SUMMARY SKILLS

#### HR SKILLS

- Tanzania HR Policies and Procedures.
- Providing transactional HR support across all processes.
- Maintaining employee records.
- Setting up disciplinary and grievance meetings.
- Ensuring an applicant's compliance and eligibility to work in Tanzania.
- All employment documentation.
- Organizing and rolling out staff training initiatives.

- Processing payroll information.
- Working closely with agencies regarding temporary worker.
- Updating HR Advisors with employee relation's issues.
- Probation and performance management.

## PERSONAL SKILLS

- Accountable
- Proactive
- Confident
- Good judgement
- Methodical
- Problem solving
- Detail orientated

## KEY ATTRIBUTES

- Comfortable being the first point of contact for all HR related enquiries.
- Able to work in a busy and varied role that requires good attention to detail.
- Accurate, timely, confidential and efficient record-keeping.
- Keeping abreast of changes in HR policies and procedures.

## LANGUAGE:

- Swahili - Excellent both spoken and written
- English – Excellent both spoken and written
- **Computer literacy;** Good in Introduction to Microcomputers, Microsoft word, Microsoft excel, Microsoft Database Management, Microsoft power point, Internet & E-mail

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## E: PROFFESIONAL EXPERIENCE

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I attended three months internship from August to October 2021 at Tanzania Commission for Aids (TACAIDS) where my duties were;

- Providing transactional HR support across all process
- Maintaining employee records
- Organizing and rolling out staff training initiatives
- Working closely with agencies regarding temporary worker
- Processing payroll information
- Probation and performance management

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## G: INTEREST & HOBBIES

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- Reading various; HR Management books
- Reading newspapers
- Traveling
- Sports and games
- Volunteer works
- Sharing development ideas

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## H: REFEREES

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1.     Rodrick Lazaro,  
          Special Program Officer,  
          TACAIDS,  
          P.O BOX 76987,  
          Dar es Salaam.  
          Phone +255 717438338/ 0687787870
  
2.     Pendo P Oweru  
          Head of Department (Human Resource Management)  
          Tanzania Institute of Accountancy  
          P.O BOX 9522,  
          Dar es Salaam.