#  CURRICULUM VITAE

**A: PERSONAL ENTITIES**

First name: EMILY

Middle name: LUTAYAGI

Sur name: ERASTO

Place of birth: MOROGORO

Gender: MALE

Status: SINGLE

Nationality: TANZANIAN

Current address: MOROGORO

Contact details: 0625305459

 Email: emilyerasto109@gmail.com

**B: EDUCATIONAL BACKGROUND**

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| DURATION | INSTITUTE | AWARDED |
| 2022-2019 | The Mwalimu Nyerere Memorial Academy (Kivukoni) Dar es salaam | Bachelor Degree in Human Resources Management |
| 2019-2017 | Emmanuel Nchimbi Secondary School | Advanced Certificate of Secondary Education Examination (ACSEE) |
| 2016-2013 | Kilombero Secondary School | Certificate of Secondary Education Examination (CSEE) |
| 2012-2006 | Nyabilezi Primary School | Primary School Leaving Education (PSLE) |

**C: WORKING EXPERIENCE**

**Organization**, IFAKARA TOWN COUNCIL

**Duration**, 2021

**Designation**, Human resources personnel

**Duties and responsibilities**

* File management
* Remuneration and employee benefits activities
* Planning and organizing activities
* Human resource planning
* Budgeting

**D: ADDITIONAL SKILLS**

* Communication skills, fluent in both Kiswahili and English languages
* Computer skills
* Research skills, creative content writing and presentation ability.
* Time management skills.
* Ethic, Leadership and administration skills.
* Conflict management skills.
* Risk management skills.
* Supply chain management skills.
* Supervisory skills
* Labor laws and labor relations skills
* Negotiation skills
* Organization behavior skills
* Public relations and customers care skills
* Administrative laws skills
* International human resources management skills (IHRM)

**E: HOBBIES AND INTERESTS**

Charity work

Charming ability

Reading books and writing

Sports and games

Taking physical exercise

**F: PERSONAL ATTRIBUTES/STRENGTH**

❖ Hardworking person under minimum supervision.

❖ Discipline and with high integrity.

❖ Punctual, motivation and cooperation

❖ Fast understanding the priority and the importance of the role and obedience.

❖ Easy to work in a team and adoption of new environment

**G: REFEREES**

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| --- | --- | --- |
| Name: Ritha Leonard AweOranization: The Mwalimu Nyerere Memorial AcademyPosition: Assistant LectureEmail:rithadandoo@gmail.comMobile:0713516124P.O BOX 9193DAR ES SALAAM | Name: Mr Wilson Samwel MOranization: The Mwalimu Nyerere Memorial AcademyPosition: Assistant lectureEmail:wilsam609@gmail.comMobile: 0628720710/765016710P.O BOX 9193DAR ES SALAAM | Name: Asma MwanzagiOranization: Ifakara Town CouncilPosition:Records Management OfficerEmail:asmamwanzagi@gmail.comMobile: 0719626030P.O BOX 433IFAKARA |

**H: CERTIFICATION**

I hereby certify that to the best of my knowledge, the information contained herein is correct and in summary describe me, my qualification and my experience