

CURRICULUM VITAE (CV)

Stanley S. Kitoki

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1. **OBJECTIVE:** To enhance my knowledge and capabilities by working in a dynamic organization that prides itself in giving substantial responsibility to new talent.

2. PERSONAL DETAILS:

- o Date of Birth: 15-08-1995
- o Place of Birth: Kilombero, Morogoro
- o Sex : Male
- o NIC Nö : 19950815161130000525
- o Nationality : Tanzania
- o Marital status: Single

3. EDUCATION BACKGROUND:

- o 2019 – 2021: Bachelor of Arts in Human Resource Management, Moshi Co-operative University (MuCo). Certificate
- o 2015 – 2017: Mbezi High School, Dar es Salaam. Advance Certificate of Secondary Education
- o 2011 – 2014: Mbezi High School, Dar es Salaam, O level Certificate of Secondary Education
- o 2004 – 2010: Mbezi Primary School, Dar es Salaam, Certificate of education Primary Education



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4. WORK EXPERIENCE:

Field Work: 25-03-2020 to 28-05-2020 at Kibaha Municipal Council

Reporting to: HR Officer

Duties;

- o Employee relation and performance management
- o Handling disciplinary needs
- o Fostering a safe working environment
- o Risk management
- o Recruitment and selection

Tanzania Revenue Authority (TRA), MUSOMA

Internship: January 2022 – February 2023

Duties:

- o Recruitment processes including candidate sourcing, screening resumes and conducting initial interviews.
- o Supporting on boarding processes for new hire.
- o Maintaining and update employee records and database ensuring accuracy and confidentiality
- o Develop and implementation of HR policies and procedures
- o Respond to employee inquiries and provide support on HR related matters.
- o Assist in organizing employee engagement activities and events to foster a positive working environment.

5. ABILITIES AND SKILLS:

- o Multi-task
- o Environmental Adaptability
- o Team work Engagement



- o Conflict Resolution and Settlement

6. HOBBIES:

- o Networking
- o Internet Surfing
- o Playing Football
- o Reading Books and Novels

7. LANGUAGES:

- o Swahili
- o English

8. REFEREES:

- o Simon W Buteng'e
Banker (NMB)
0765515103
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- o Theopister T Ngopa
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