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
- Place of Birth: Kilombero, Morogoro
- Sex

: Male

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

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

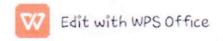
Internship: January 2022 - February 2023

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)

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o Theopister T Ngopa

Beekeeper

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