

AMIN OMARY KINOLLO

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DA ES SALAAM

TANZANIA

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EXPERIENCE

EXECUTIVE DIRECTOR

Africa-nyumbani Welfare Organization

2023-

Managing all administrative issues

Arranging all programs and their implementation

Delegate tasks to staff member to be carried out.

Raising funds for daily activities according to budget

ENTERPRENEUR

Sesame, cassava, mbaazi agriculture in Rufiji

Much.2014 - Dec.2022

Understands how to cultivate various crops

Organizing crops business

SENIOR HUMAN RESOURCES OFFICERS

Luqman Islamic Seminary{Pre.Primary&Secondary}

May.2012 -Feb.2014

Understands how own performance impacts on KPIs and SLAs and helps drive the team to ensure work is delivered on time and with excellent quality

Complete all tasks – having connection with the organization’s activity but not detailed in the JDs – charged by the manager or supervisor

Ensures service is delivered in a controlled way by logging and tracking all queries in the HRSS case management system

Deputy of the Service Delivery Manager in case of absence

Creates and maintains personal files, archive documents

Acts as the face of the HRSS team, building close relationships with HR and key stakeholders under the direction of the HRSS Service Delivery Management Team

COORDINATOR

Markim Akfix Co. Ltd

Jan..2011- May 2011

[www,markimgroup.net](http://www.markimgroup.net)

Works on straightforward tasks using established procedures; work is subject to review by others

Relies on instructions and pre-established guidelines to perform the functions of the job

Manages own time to meet deadlines set by others

Checks source documents and work inputted for accuracy and completeness

Handles confidential information according to established policies

Typically reports to a supervisor or manager

Works with others as part of a team

CLINICAL LAWYER

Kisumu Regional Magistrate Court

July 2010-Sep.2010

EDUCATION

ZANZIBAR UNIVERSITY

Bachelor's Degree in laws & sharia

[2006-2010]

ADVANCED CERTIFICATE OF SEC. EDUCATION **Al Haramain Sec.School Centre**

[2003-2005]

ORDINARY CERTIFICATE OF SEC. EDUCATION **Al Haramain Sec. School Centre**

[1997-2000]

ORDINARY CERTIFICATE OF SEC. EDECATION AL Haramain Sec.School Centre

[2002]

SKILLS

Excellent verbal and written communication skills with excellent command of the English language

Basic knowledge of labor laws

Knowledge of general HR practices, employment laws and regulations (local, state, and federal) is

Ability to perform general office administrative activities: writing, copying, filing, delivering, and using the telephone

Ability to stoop, kneel, bend at the waist, and reach on a daily basis

Ability to sit and work at a computer keyboard for extended periods of time

Ability to work well in a team environment and strong initiative to learn HR functions, processes, procedures to assist the HR department and take on additional responsibilities

Ability to pass a thorough background check

Able to lift and move up to 25 pounds occasionally

Authorized to work for any employer in any organization

HOBBIES

Football, Driving, Riding, Reading Books

REFERRIES

i) Dr .AMIR JUYA

TECHNICAL ADVISOR FIELD
EPIDEMIOLOGY TRAINING PROGRAM
I-TECH TANZANIA
CHOLE Road ,MASAKI
DAR ES SALAAM.
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ii) HAJI KHAMIS NDEKA

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