

Hotti,Ramadhan H.

Usa River,Meru DC-Arusha

+255 768 647 033 | hottiramadhanh@gmail.com

Objective

As sufficient achieving Human Resource planning and Management professional, I am keen to look forward to a challenging career with a progressive organization, which provides an opportunity to capitalize my technical skills and ability in the field of Human resource planning and management (HRPM). This is concerned with the administration of business practices to create highest levels of efficiency possible within

Experience

- OSHO Chemical Industries Ltd** Jan 2023 - Feb 2023
Assistant Human Resource Officer
 - 1. Recruitment and Onboarding Support
 - Assisting in posting job vacancies and screening resumes.
 - Scheduling interviews and coordinating with candidates.
 - Preparing offer letters and onboarding documentation.
 - Conducting orientation sessions for new employees.
 - 2. Employee Records and Documentation
 - Maintaining and updating employee records (contracts, personal details, benefits,)
 - Handling documentation related to leaves, promotions, transfers, and terminations.
 - Ensuring compliance with labor laws and company policies.
 - 3. Payroll and Benefits Administration
 - Assisting in payroll preparation by collecting and processing attendance data.
 - Handling employee benefit enrollments and inquiries.
 - Coordinating with finance to resolve payroll discrepancies.
 - 4. Training and Development
 - Organizing training sessions and workshops.
 - Preparing training materials and tracking employee participation.
 - Maintaining training records and feedback.
 - 5. Employee Relations
 - Addressing employee queries and grievances.
 - Assisting in conflict resolution and disciplinary actions.
 - Promoting positive employee engagement and wellness programs.
 - 6. Compliance and Reporting
 - Ensuring adherence to health and safety regulations.
 - Preparing reports on HR metrics (turnover rates, absenteeism).
 - 7. Administrative Support
 - Managing HR correspondence (emails, memos, notices).
 - Handling office supplies and logistics for HR activities.
 - Scheduling meetings and maintaining HR calendars.

Education

- Institute of Rural Planning and Management(IRDP)** 2017-2020
Bachelor Degree in Human Resource Planning and Management
GPA 2.9
- Old Shinyanga Secondary School** 2015-2017
Advanced Cerficate of Secondary Education
Division Two Point 11
- Longido High School** 2011-2014
Certificate of Secondary School Education
Credit
- Getasam Primary School** 2004-2010
Certificate of Primary School Education

Skills

- Computer Basic skills (MS-words, MS-excel, MS-access, MS-Publisher, MS-Power Point, Internet and Email.) , Skills in Customer services, Executive Team Leadership, Skills in Research and Development, Communication skills, Business laws, Global Business Issues, Entrepreneurships and small Business Management.

Projects

- **July 2018-August 2018: Preparation of Social Economic Profile at Kondoa District Council**
Duties
Data Collection
Data Analysis
Report Preparation and Presentations

Reference

- **Jackson Missanga - Busokelo DC,Tanzania Government**
Agruculture Engeneer
missangaj24@gmail.com
+255 753 565 844
- **Veronica Rogers Mkonyi - Enza Zaden Africa Ltd**
Assistant Post Harvest Manager
veronicarogers@gmail.com
+255 754 651 401
- **Godfriend Kimaro - Kilimanjaro Climbing Company**
Tour Operator and Safary Guide
kimarogodfriend@gmail.com
+255 754 276 128

**THE UNITED REPUBLIC OF TANZANIA
INSTITUTE OF RURAL DEVELOPMENT PLANNING**



00136



This is to Certify that

Ramadhani H. Hotti

With Registration No: **IRDP/BDHRPM/17/616**

having satisfied all the requirements for the award of

**BACHELOR DEGREE IN HUMAN RESOURCE PLANNING AND
MANAGEMENT**

With

Lower Second

was admitted to the Bachelor Degree at a congregation held in Dodoma on the

18th

Day of

December

in the Year **2020**

Martha Mwa

CHAIRPERSON OF THE GOVERNING COUNCIL

John

RECTOR

Institute Registration No. REG/PWF/001



INSTITUTE OF RURAL DEVELOPMENT PLANNING
DEPARTMENT OF DEVELOPMENT FINANCE AND MANAGEMENT STUDIES
P. O. Box 138 DODOMA



BACHELOR DEGREE IN HUMAN RESOURCE PLANNING AND MANAGEMENT
ACADEMIC TRANSCRIPT

PERSONAL INFORMATION	FIRST NAME	MIDDLE NAME	SURNAME	DATE OF BIRTH	SEX	NATIONALITY
	RAMADHANI	H.	HOTTI	11 th APRIL, 1996	M	TANZANIAN
REGISTRATION NUMBER	DATE OF ADMISSION	DATE OF COMPLETION	OVERALL GRADE POINT AVERAGE (GPA)		CLASSIFICATION	
IRD/BDHRPM/17/616	OCTOBER, 2017	NOVEMBER, 2020	2.9		LOWER SECOND	

SEMESTER 1

SEMESTER 2

CODE	SUBJECT	CREDITS	GRADE	CODE	SUBJECT	CREDITS	GRADE
DFUD 7101	Communication Skills	10	B	DFUH 7202	Human Resources Planning and Resourcing	12	B
DFUD 7102	Development Studies I	10	B	DFUH 7203	Office Procedures and Records Management	10	C
DFUD 7104	Computer Applications	10	B	DFUH7204	Studio Work II: SPSS	10	B
DFUD 7105	Studio Work I: Socio-Economic Profile	10	C	DFUD 7202	Business Law	10	B
DFUH 7101	Principles and Practices of Management	10	B	DFUD 7203	Principles of Marketing	10	B
DFUH 7102	Business Mathematics and Statistics	10	B	DFUH 7201	Organizational Behavior and Management	12	C
RPUE 7101	Micro Economics	10	C	DFUH 7204	Field Work	16	B+
DFUD 7103	Financial Accounting	10	C	RPUE 7201	Macro Economics	10	B

GPA: 2.9

Cumulative Credits: 170

SEMESTER 3

SEMESTER 4

CODE	SUBJECT	CREDITS	GRADE	CODE	SUBJECT	CREDITS	GRADE
DFUD 7301	Cost and Management Accounting	10	C	DFUH 7401	Labour Laws and Welfare	10	B
DFUD 7302	Development Studies II	10	B	DFUH 7402	Human Resource Development in the Developing World	10	B
DFUH 7301	Compensation and Benefit Management	10	C	DFUH 7403	Studio Work IV: Planning Techniques and Succession Planning	10	B+
DFUH 7302	Human Resource Development	10	B+	DFUH 7404	Management Information System	10	B+
DFUH 7303	Studio Work III: Business Planning Techniques	10	C	PDUP 7405	Applied Social Science Research	10	C
DFUD 7206	Financial Management I	10	C	DFUD 7404	Entrepreneurship and Small Business Management	10	C
RPUR 7304	Project Planning and Management	10	B	DFUH 7405	Field Practical training	16	A
RPUE 7204	Labour Economics	10	C				

GPA: 2.9

Cumulative Credits: 156

SEMESTER 5

SEMESTER 6

CODE	SUBJECT	CREDITS	GRADE	CODE	SUBJECT	CREDITS	GRADE
DFUH 8101	Performance Management and Appraisal	10	B+	DFUH 8205	Consulting Skills and Advisory Services	10	C
DFUH 8102	Employee Relations Management	10	B	DFUH 8206	Global Business Issues	10	C
DFUH 8104	Public Policy Planning and Management	10	C	DFUH 8203	Studio Work II: Project Proposal Writing Skills	10	C
DFUH 8105	International Human Resource and Management	10	B	DFUH 8202	Organizational Change and Development	10	B+
PDUP 8104	Disaster Management	10	C	DFUH 8204	Practical Techniques for Strategic Planning and Management	10	B
DFUH 8103	Studio Work I: Strategic Plan Preparation	10	B+	PDUP 8203	Research Work	19	B
				DFUH 8201	Strategic Human Resource Planning and Management	12	B

GPA: 2.9

Cumulative Credits: 141

Total Cumulative Credits: 467

Head, Department of Development Finance and Management Studies

Deputy Rector- Academic Research and Consultancy

Date 01/07/2024

INSTITUTE OF RURAL DEVELOPMENT PLANNING-DODOMA
P. O. Box 138-DODOMA

DEPUTY RECTOR
ACADEMIC RESEARCH AND CONSULTANCY
INSTITUTE OF RURAL DEV. PLANNING
P. O. Box 138-DODOMA

The National Examinations Council of Tanzania



Certificate of Secondary Education

This is to certify that **RAMADHANI H HOTTI**

Index No. **S0857-0267**

sat for the Certificate of Secondary Education Examination

at **LONGIDO SECONDARY SCHOOL**

in **NOVEMBER 2014** and qualified for the award of this

CERTIFICATE at **CREDIT** level

after attaining the following performance:-

Subject	Grade
CIVICS	D (PASS)
HISTORY	C (PASS)
GEOGRAPHY	E (UNSATISFACTORY)
KISWAHILI	B (PASS)
ENGLISH LANGUAGE	B (PASS)
PHYSICS	D (PASS)
CHEMISTRY	C (PASS)
BIOLOGY	B (PASS)
BASIC MATHEMATICS	D (PASS)



Chairperson



Executive Secretary

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THE UNITED REPUBLIC OF TANZANIA
CERTIFICATE OF BIRTH

C No: 10000530447


Entry No	Where Born	Name	Sex	Father's Name	Father's Country of Birth	Mother's Name	Mother's Country of Birth	Birth Date	Registration Date	Registrar General
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
1003527648	PATANDI HOSPITAL ARUMERU, ARUSHA	RAMADHANI	MALE	HAMISI HOTI HOTI	TANZANIA	NAOMI RAMADHANI KISUDA	TANZANIA	11TH APRIL 1996	22ND AUGUST 2017	SGD. E. HUDSON

Certified under the Births and Deaths Registration Act (Cap 108 R. E. 2002) to be true Copy of an entry in the Registrar General's custody.

Dated this 23rd August 2017

N.B: This Certificate is not proof of Citizenship




for Registrar General
DISTRICT REGISTRAR OF BIRTHS & DEATHS
ARUMERU



OCIL/HR/001/2024

31st Dec 2023.

CERTIFICATE OF SERVICE

RE: RAMADHANI HOTTI - ID NO 19920329-25113-00001-28

This certificate serves to confirm that **RAMADHANI HOTTI** was employed by this Company with effect from 2nd January 2023 as an **Assistant HR Officer in Arusha office -Tanzania**.

Ramadhani left the services of this Company on 31st Dec 2023 as Assistant HR Officer.

THERESIA MWACHA
REGIONAL MANAGER

NISHEEL SHAH
CHIEF EXECUTIVE OFFICER

DISCLAIMER: *This Certificate of service does not imply any endorsement or recommendation by THE OSHO CHEMICAL INDUSTRIES LIMITED. It merely serves as a proof of service rendered at OCIL.*

OSHO CHEMICAL INDUSTRIES LTD.

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