**CURRICULUM VITAE (CV)**

**PERSONAL DETAILS**

Surname: Milaswa

First name: Lameck, M

Nationality: Tanzanian

Sex: Male

Language: English and Swahili

Contacts: P.O.Box 40986 DSM Mobile: +255 743 254933

**CAREER OBJECTIVE**

To obtain a challenging position within a progressive , transparent and professionally managed organization that will enable me to utilize effectively and efficiently my professional knowledge and skills for the development of my nation and the International community at large. Thus I am committed to work diligently to meet the desired goals.

**EDUCATION BACKGROUND**

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| **September, 2018 – August,2021** | Tanzania Institute of Accountancy | Bachelor in Human Resource Management | |
| **October, 2016 - May, 2018** | Tanzania Institute of Accountancy | | Diploma in Human Resource Management |
| **October, 2014 - May, 2016** | Jitegemee Secondary School | | Advance Certificate of  Secondary Education |
| **January, 2010 - November, 2013** | Green Acres Secondary School | | Certificate of  Secondary Education |
| **January, 2003- October, 2009** | Diamond Primary School | | Certificate of Primary  Education |

**WORK EXPERIENCE**

**5th JANUARY 2022 DECEMBER 2024**

Currently I am working at **Maple Resources Limited** as Human Resource Officer, whereby I perform the following duties.

Preparing weekly and monthly report concerning employee’s payment.

Paying workers according to the agreement.

Receiving and evaluating the application letters of the individuals, who applied in the organization.

Communicating as well as responding via mails and normal ways with other managers as well as the supervisors.

Preparing attendance sheet as well as the approval sheets concerning the reports being submitted

**.FIELD EXPERIENCE**

**JULY, 2017**

Description: The field took place at Ardhi University (ARU). I was assigned to the Records Management Division and later on to Human Resource Department cooperating with permanent employees on several duties and tasks in records management as well as human resource management.

.**Duties:**

Maintaining all office records, Filing System

Maintaining registry

Recording file and document movements

Dispatching and distribute circulars or letters and file copies in the appropriate files

Typing and printing documents

Photocopying, binding and printing documents for internal and external purposes

Acquired Knowledge: Human Resource Management and Records Management

**KNOWLEDGE AND SKILLS**

Introduction to Computer which includes basic knowledge of Microsoft Office such as Ms Word, Ms Excel, Ms PowerPoint, email and internet (University of Dar es Salaam Computing Centre).

Others

Good communication skills.

Interpersonal and organization skills.

Report writing skills

Management skills

**INTERESTS**

Researching, exchange ideas with others, watching TV and Travelling.

**PERSONAL ATTRIBUTES**

Ability to learn quickly

Self training readiness

Ability to work independently

Ability to work in a team

Time conscious

Adhere to deadline and work under minimum supervision

**REFEREES**

HARRY KAGEYO BILEGEYA

ASSISTANT LECTURER

TENGERU INSTITUTE OF COMMUNITY DEVELOPMENT

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NANCY WILLIAM BAYNIT

BANK OFFICER

NMB BANK

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UPENDO PAUL URASSA

HUMAN RESOURCE MANAGER

ST JOSEPH UNIVERSITY IN TANZANIA

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VIOLETH MATHIAS MILASWA

ACCOUNTANT

TANROAD LINDI

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EMAIL: violethmilaswa@gmail.com

**CERTIFICATION**

I, the undersigned, certify that to the best of my knowledge and belief, the aforementioned data correctly describes all of my qualifications, experience, and character.

Signature

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