

JANATH MOHAMED ALLY

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Nationality: Tanzanian | Gender: Female | D.O.B: 08 April 1999 | Languages: English,
Kiswahili

PROFESSIONAL SUMMARY

A highly motivated and hardworking individual with strong work ethics, adaptability, and exceptional interpersonal, organizational, and problem-solving skills. Eager to leverage my knowledge and capabilities to drive effective and efficient organization development.

KEY SKILLS

- Computer Literacy
- Communication and Interpersonal Skills
- Administrative Management Skills
- Managerial and Supervisory Skills
- Customer Service Skills
- Teamwork Skills

EDUCATION

- **TANZANIA INSTITUTE OF ACCOUNTANCY (TIA)**
Bachelor of Human Resource Management | Sept 2019 – Dec 2022
- **NYAMPULUKANO SECONDARY SCHOOL**
Advanced Certificate of Secondary Education (A-Level) | July 2017 – May 2019
- **KISEKE SECONDARY SCHOOL**
Certificate of Secondary Education (O-Level) | Jan 2013 – Nov 2016
- **MONTESORI PRIMARY SCHOOL**
Primary Education | Jan 2006 – Nov 2012

WORK EXPERIENCE

ADMINISTRATIVE ASSISTANT

Energy Gold Ltd | Jan 2024 – Jan 2025

- Provided administrative support: filing, photocopying, handling correspondence
- Managed employee attendance records
- Supported clients and addressed inquiries professionally
- Handled invoice processing and data entry
- Managed office supplies and equipment
- Coordinated meetings, travel arrangements, and appointments

- Prepared regular sales and expense reports

HUMAN RESOURCE INTERN

Export Processing Zones Authority (EPZA) | July 2023 – Jan 2024

- Supported performance evaluations and employee development initiatives
- Participated in salary structure and incentive scheme preparation
- Maintained employee recognition programs
- Monitored time management and job requirement compliance
- Prepared employee leave rosters
- Improved filing systems for confidential HR records
- Contributed to annual budget preparation and job listings

HUMAN RESOURCE INTERN

Barrick Bulyanhulu Gold Mine | Aug 2021 – Oct 2021

- Assisted with customer service and HR operations
- Scheduled interviews and onboarding sessions
- Maintained internal communications and team collaboration
- Posted job openings and screened candidates
- Helped coordinate company events
- Participated in records management and HR data analysis

REFERENCES

Bruno Ng'ingo

Tanzania Institute of Accountancy

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Barrick Gold Mine

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