

Curriculum Vitae

Personal Information

Full Name : **ABTHAINA AHMED MUSTAPHA**
Date of Birth : 14 February, 2000
Place of Birth : Shinyanga
Nationality : Tanzanian
Gender : Female
Marital Status : Single
Health : Physical and Mentally fit.
Language : Swahili and English

Contacts

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EDUCATION QUALIFICATIONS:

No.	COURSE ATTENDED	DURATION	PLACE/ INSTITUTION	AWARDED
1.	Labour Relations and Public Management	2020 - 2023	Institute of Social Work	Bachelor Degree in Labour Relations and Public Management
2.	Advance Certificate of Secondary School	2018 - 2020	Mwendakulima Secondary School - Shinyanga	Advanced certificate of Secondary School
3.	Ordinary level Secondary Education	2014 - 2017	Ngokolo Secondary School - Shinyanga	Certificate of Secondary Education
4.	Primary School Education	2007 - 2013	Upendo English Medium Primary School - Mwanza	Certificate of Primary Education

WORKING EXPERIENCE:

2021 – 2022 : Shinyanga Municipal Council
Shinyanga.

POSITION : Field Human Resources Officer

Duties : Ensure that Labour relation policies, structure in procedure are in place and properly communicated.

: Maintain and update all IR policies and procedures.

: Implement and maintain a comprehensive IR administration system.

INTERPERSONAL SKILLS:

- Ability to work on own initiative or as part of a team.
- Ability to work under pressure.
- Ability to overcome different challenges occur in working place.
- Ability to work hard in high efficiency.
- Ability to do other duties apart from my professional work applied.

HOBIES:

- Watching movies.
- Reading magazine.

REFEREES:

1. Mr. Alphonse Magambo
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