

## CURRICULUM VITAE FOR ABDUBAST RUKIZA JAMALIDINI

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Mkulanga, Dar es salaam, Tanzania.

### PERSONAL INFORMATION

Name: ABDUBAST RUKIZA JAMALIDINI

Gender: Male

Date of birth: 23-February-1998

Marital status: Single

Nationality: Tanzania

Language: Swahili, English

Permanent Address: Mkulanga

### PROFESSIONAL SUMMARY

Adaptable Human Resources Assistant with two years of experience in HR. offers top skills in Human Resource administration, benefit coordination, and personal management. A thorough and systematic professional with strong dedication to organization success and employee well-being.

### SKILLS

Confidential information handling, Employee record management, Performance review support, Microsoft office suite, Compensation analysis, Data entry accuracy, Team collaboration, Conflict resolution, Effective communication, Attention to detail.

### EDUCATION QUALIFICATIONS

### PROFESSIONAL EXPERIENCE

CDO assistant

Kanyigo ward 2019

HR Assistant

Sengerema District council| 2023

Managed employee files and ensured accurate record-keeping, assisted in implementing new HR policies and procedure, Supported performance review processes and data analysis, Collaborated with HR team on staff development and training initiatives, Maintained accurate and up-to-date employees files and HR record.

## CERTIFICATION

Certificate of attendance in leadership, ethics and professionalism training, 2023.

## REFEREES

## INTEREST

Travelling, Reading novel, curiosity to know more

## DECLARATION

I, Abdubast Rukiza Jamalidin, hereby certify that to the best of my knowledge, the information contained herein is correct and in summary describes me, my qualification and my experience.