

CURRICULUM VITAE

MAFURU MUGURA MUTANI

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Tel:+255756270337,+255620791519

PERSONAL DETAILS

National ID:19970622312050000124

Date of birth: June 22nd,1997

Domicile: Butiama

Nationality: Tanzanian

Religion: Christian

Sex: Male

Marital Status:Single

PERSONAL ATTRIBUTES

I am punctual,committed to duties and responsibilities, self-volunteered person, ready to work with co-worker, ready to work under pressurized and non-pressurized works, ability to work under minimum supervision to attain targeted goals, motivated and able to achieve tasks in required time frame lastly but not least I'm ready to accept criticism.

CAREER OBJECTIVES

To provide office administrative support to the Human Resources Office and serve as a bridge between management and customers, to organize the daily operations of Hospitality service.Coordinating and supervising new customer/Opportunity for Local and International to ensure the highest quality services.

ACADEMIC QUALIFICATIONS

YEAR	LEVEL	INSTITUTION	AWARD
2023 to date	National Service Training	838KJ Maramba	
2018-2021	Bachelor Degree	Mzumbe University	Bachelor of Human Resource Management

2016-2018	Advanced Level (ACSE)	Suji Secondary School	Advanced Certificate of Secondary Education
2012-2015	Ordinary Level (CSE)	Nyabihore Secondary School	Certificate of Secondary Education
2004-2010	Primary School (PSLE)	Kirumi Primary School	Primary School Leaving Examination

PROFESSIONAL EXPERIENCE

October 2020-April 2021 at BundaTown Council as Human Resource Officer

- Coordinate staff recruitment, selection, orientation, placement, confirmation, training and employee development, promotion, motivation and transfer.
- Prepare Annual Personnel Emolument estimates and administer salaries and process payrolls.
- Coordinate implementation of Open Performance Review and Appraisal System.
- Oversee employee's benefits (pension, allowances, retirement, resignation, deaths) and other entitlements.
- Oversee services related to separation for service (retirement, resignation).
- Facilitate employee relations and welfare including employee health and safety, January

2022 to 16 May 2022 Lindi Municipal Council as Human Resource Officer

- Interpret and ensure adherence to Public Service Regulations, Standing Orders and other Labour laws. Carry out human resources planning and development.
- Process and update leave records such as vacation, sick, maternity, study and terminal.
- Coordinate Complaints and grievances handling.

March 2023 to November 2023 at Goodwill Ceramic Company Limited as Assistant Human Resource Officer. December 2023 to date at 838KJ Maramba Jkt National Service Training

EXTRACURRICULAR ACTIVITIES AND INTERESTS

Teamwork, assist others, travel, listening music, saying truth, reading intellectual books and career books, journals, articles, boxing and caret.

SKILLS

- An understanding of United Republic of Tanzania Labor laws. ☑ Experience with MS Office, Excel and relevant software.
- Knowledge of the best practices and procedures for customer service, hospitality.
- Service management, employees handling, disciplines handling procedures.
- Problem-solving aptitude, excellent communication, leadership, relationship building and interpersonal skills.
- Emotional intelligence skills.
- Collaboration and Organization.
- Recruiting, selection and placement.
- Data analysis and evaluation.

REFEREES

1.Name: LT Col Gaudence Evergreen Baltazary

Position: Commander

Institution: 838KJ Maramba

P.OBox: 138Tanga

Tel: +2557138012555

Email address: evergreen@gmail.com

2.Name: Raphael Mauna

Position: Accountant

Institution: Lindi Municipal Council

P.OBox: 1070,Lindi

Tel: +255625328688

Emailaddress:raphaelmauna8@gmail.com

3.Name: Edward Kinkumbi

Position: Teacher

Institution: Mmazami Secondary

P.OBox: 943,Musoma

Tel: +255755952310

Emailaddress:kinkumbiedward@ymail.com

DECLARATION

I, MafuruMugura, certify that,to the best of my knowledge and belief, the particulars stated herein are true and correct in every detail.