

## CURRICULUM VITAE

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### Personal Information

Full Name: Swalehe Abdallah Bunuka  
Date of Birth: 27 July 1999  
Place of Birth: Arusha City  
Sex: Male  
Marital Status: Single  
Nationality: Tanzanian  
Phone: +255 743 452929 / +255 618 091929  
Email: [swalehebunuka122@gmail.com](mailto:swalehebunuka122@gmail.com)

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### Career Objective

A results-driven and motivated Human Resource professional with hands-on experience in talent acquisition, recruitment processes, and rural development planning. Eager to contribute to organizational growth through effective people management and community development expertise in a dynamic and growth-oriented environment.

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### Academic Qualifications

Year	Institution	Award
2021–2024	Mwalimu Nyerere Memorial Academy	Bachelor Degree in Human Resource Management
2020–2021	Institute of Rural Development Planning (IRDP)	Certificate (NTA Level 6)
2019–2020	Institute of Rural Development Planning (IRDP)	Certificate (NTA Level 5)
2018–2019	Institute of Rural Development Planning (IRDP)	Certificate in Rural Planning

2014–2017	Ngarenaro Secondary School	Certificate of Secondary Education (CSEE)
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2007–2013	Ngarenaro Primary School	Certificate of Primary Education
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#### Professional Qualifications

- Certificate in Rural Planning – IRDP (2018–2019)
  - NTA Level 5 in Development Planning – IRDP (2019–2020)
  - NTA Level 6 in Development Planning – IRDP (2020–2021)
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#### Language Proficiency

- Swahili: Fluent (Written & Spoken)
  - English: Fluent (Written & Spoken)
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#### Technical Skills

- JazzHR: Applicant Tracking System
  - ERP Systems: HR data and workflow management
  - Google Workspace: Docs, Sheets, Forms, Gmail, Calendar
  - Microsoft Office Suite: Word, Excel, PowerPoint
  - Interview coordination and scheduling tools
  - Strong administrative and documentation skills
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## **Working Experience**

**March 2025 – Present**

**EA Foods Ltd – Talent Acquisition Intern**

### **Key Responsibilities:**

- Conducted end-to-end recruitment, including headhunting and candidate screening.
- Coordinated and conducted interviews with shortlisted applicants.
- Drafted and issued employment contracts and renewals.
- Collaborated with hiring managers on staffing requirements.
- Maintained and updated JazzHR ATS and talent pipelines.
- Used ERP systems for employee records and recruitment metrics.
- Supported onboarding, documentation, and employee engagement initiatives.
- Utilized Google Workspace for communication, planning, and reporting.
- Managed employee records and HR documentation to ensure compliance and accuracy.
- Supervised junior staff during recruitment drives and onboarding activities.
- Ensured employee adherence to labor laws, company policies, and code of conduct.
- Participated in handling employee grievances professionally and confidentially.
- Solved employee concerns by providing timely support and practical solutions.

July 2023 – October 2023

Bagamoyo Sugar Limited

*Human Resource Officer (Field Practical Training)*

Key Responsibilities:

- Supported recruitment by preparing job posts and assisting in interviews
- Drafted and managed contracts and contract renewals
- Attended disciplinary hearings and prepared related documentation
- Maintained employee data, attendance, and HR files
- Supported new employee onboarding and documentation

October 2019 – February 2020

Ngarenaro Ward Office, Arusha

*Field Placement – Rural Development Planning*

Key Responsibilities:

- Conducted surveys for community needs assessments
- Collected and analyzed demographic and development data
- Assisted in identifying local development projects
- Attended ward meetings and prepared meeting minutes
- Supported administrative functions and public awareness programs

September 2018 – February 2019

Ngarenaro Ward, Arusha

*Mtaa Executive Officer (Field Practical Training)*

Key Responsibilities:

- Assisted with local government administration and community coordination
- Maintained resident records and supported service delivery
- Helped organize community meetings and mobilization efforts
- Provided clerical and documentation support to ward staff

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### Referees

1. **Mr. George Felix**  
Industrial Relations, Bagamoyo Sugar Limited  
067 820 3304 / +255 767 003 304  
Dar es Salaam, Tanzania
2. **Ashiruna Salim Sneid**  
Human Resource Officer, Bagamoyo Sugar Limited  
067 657 1146 / +255 785 017 878  
Dar es Salaam, Tanzania
3. **Deodati F. Babili**  
Lecturer & Consultant (Social), Institute of Social Work  
+255 753 337272 / +255 737 030294

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### OTHER ATTACHMENTS

- Copies of Academic Certificates
- Certificates of Training Attended
- National Identification

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### DECLARATION

I, Swalehe Abdallah Bunuka, declare that the above information is true and correct to the best of my knowledge and belief.