

CURRICULUM VITAE (CV)

1. PERSONAL DETAILS

Surname	MILEMBE
Middle Name	HASSANI
First Name	RAMADHANI
Sex	Male
Marital Status	Single
Date of Birth	25th July, 2000
Place of Birth	Kigoma
Nationality	Tanzanian
Physical Address	Mabibo, Ubungo, Dar es Salaam
Mobile	+255 614 858 273
Email	ramadhanimilembe@gmail.com

2. CAREER OBJECTIVES

I am a hardworking, trustworthy, and self-motivated individual capable of working both independently and in a team. I am a fast learner with the ability to adapt and apply new concepts and skills in Human Resource Management. I am results-oriented, proactive, and have a passion for continuous learning and development.

3. EDUCATION BACKGROUND

2022 – July 2025	National Institute of Transport (NIT)	Bachelor Degree in Human Resource Management (BHRM)	
2020 – 2022	Kigoma Secondary School	Advanced Level Secondary Education	ACSEE
2015 – 2019	Gombe High School	Ordinary Level Secondary Education	CSEE
2008 – 2014	Benjamini Mkapa Primary School	Primary Education	CPE

4. EXPERIENCE

Field Attachment – HR Officer (Intern), KUWASA – 2023

- Worked under the Human Resource Department and assisted in daily HR functions.
- Conducted a Customer Satisfaction Survey for three months, collecting, analyzing, and reporting feedback.
- Provided high-quality service and supported customers professionally.

National Service Training – JKT 843 Nachingwea

- Participated in mandatory national service training after Advanced Level education.
- Acquired skills in discipline, leadership, teamwork, and national ethics.
- Strengthened physical fitness and resilience.

Field Attachment – HR Officer (Intern), KUWASA – 2024

- Assisted employees and departments in HR matters.
- Handled staff inquiries, documentation, and internal communication.
- Demonstrated professionalism, confidentiality, and communication in resolving issues.

5. COMPUTER KNOWLEDGE

- Proficient in MS Word, Excel, PowerPoint, Internet Browsing, and Publisher
- Excellent typing skills

6. ATTRIBUTES, SKILLS AND ABILITY

- Highly self-motivated with a strong sense of responsibility
- Team player with good interpersonal skills
- Excellent communication and presentation skills
- Able to work under pressure with minimum supervision
- Open-minded and adaptive to multicultural environments

7. STRENGTHS

- Strong work ethic and dedication to goals
- Quick learner with analytical skills
- Critical thinking and decision-making capabilities
- Willing to learn and improve

8. HOBBIES

- Playing football and regular exercise
- Learning about social issues and human development
- Reading motivational and professional development materials

9. LANGUAGES

- English: Fluent (Speaking, Reading, Writing)
- Kiswahili: Fluent (Speaking, Reading, Writing)

10. REFEREES

1. HR Officer – KUWASA – Kigoma Urban Water Supply and Sanitation Authority – Phone: +255 693 190 719
2. Mr. Butije Mahmoud – Airtel Officer – Phone: +255 789 290 037
3. Dr. Akili Njama – Lecturer – Managerial Skills – Phone: +255 713 760 698

11. DECLARATION

I hereby certify that the information provided in this CV is true and accurate to the best of my knowledge. I understand that I may be required to present original documents for verification if needed.

Name: RAMADHANI HASSANI MILEMBE

Signature: R.H.milembe

Date: _____