

HAPPINESS Z. MALLOMO



Personal details



HAPPINESS Z. MALLOMO



mallomohappiness98@gmail.com



+255794391613



Kibamba, Dar es Salaam Dar es Salaam



TANZANIAN

Skills

Microsoft Office package: Word, PowerPoint and Excel

Excellent communication skills

Leadership skills

Customer care skills

Data Entry and Record Keeping skills

Languages

Swahili

English

Hobbies

Meeting new people and exchange ideas

Profile

I am an organized and detail-oriented professional with extensive experience in administrative roles, specializing in legal documentation and public service delivery. My background includes managing sensitive information, coordinating with legal practitioners, and educating the public on administrative procedures, which equips me with strong interpersonal and analytical skills essential for a Human Resources role.

Education

Diploma In Human Resource Management Mzumbe University - Mbeya Campus, Mbeya	2014 - 2016
Certificate of Human Resource Management Mzumbe University - Mbeya Campus, Mbeya	2013 - 2014
Certificate of Secondary Education Wazo hill secondary school	2009 - 2012
Certificate of primary education Kibamba primary school	2002 - 2008

Employment

Assistant Registration officer REGISTRATION INSOLVENCY AND TRUSTEESHIP AGENCY (RITA), DAR ES SALAAM	2021 - 2023
---	-------------

- Assisted in the preparation and issuance of official certificates related to birth, death, and marriage registrations.
- Coordinated with government departments to update and maintain accurate civil registration data for Dar es Salaam region.
- Monitored compliance with civil registration laws and regulations to ensure proper documentation and service delivery.
- Managed confidential records with a focus on data protection and accessibility for authorized personnel.
- Facilitated communication between legal entities and the registration office to streamline inheritance case processing.
- Compile and verify detailed marriage, birth, and death indices for district and regional records with high accuracy.
- Manage various payment documents related to inheritance, ensuring compliance with governmental law procedures and proper documentation

Census clerk NATIONAL BUREAU OF STATISTICS , DAR ES SALAAM	Present
--	---------

- Conducted comprehensive interviews to collect accurate demographic and housing data during the census period.
- Verified completeness and accuracy of questionnaire responses to ensure data integrity.
- Utilized digital tablets efficiently for data entry and management during field operations.
- Reported and corrected discrepancies found in the census area maps to

- Team sports
- Volunteering
- Reading

support accurate census boundaries.

- Strictly adhered to established census procedures and guidelines to maintain data quality and confidentiality.
- Managed and maintained census work equipment, ensuring operational readiness throughout the fieldwork phase.
- Collaborated with team members and supervisors to optimize census data collection processes and resolve challenges encountered in the field.
- Ensured proper documentation and confidentiality of census data in compliance with government regulations.
- Coordinated with local authorities and community leaders to facilitate smooth census operations across assigned areas.
- Organized and maintained accurate records of census materials and participant information for audit and future reference.
- Ensured compliance with data protection laws by safeguarding the confidentiality and security of sensitive census data throughout the data collection and processing stages.
- Conducted door-to-door population surveys to accurately gather demographic and socio-economic information for government planning.
- Reviewed and validated collected census data to identify and rectify inconsistencies, ensuring high data quality standards.
- Utilized geographic information systems (GIS) tools to update and verify census boundary maps supporting accurate enumeration.
- Conducted detailed demographic data collection through in-person interviews to support government planning initiatives.
- Utilized digital tools for efficient data management and enhanced accuracy during the census process.
- Managed and maintained census work equipment, ensuring consistent operational readiness during fieldwork.

Courses

Certificate in Entrepreneurship Orientation	2015
Training on entrepreneurship, business orientation and resource mobilization	
Certificate in Labour Laws Applicability in Human Resources Management Daily Activities in Tanzania	2022

Referees

REGINALD SIMON MAKOKO

Solicitor General Officer

THE OFFICE OF SOLICITOR GENERAL, P.O.BOX 71554, KIVUKONI, DAR ES SALAAM, MOBILE NO: 0784385855, EMAIL: resmakoko@yahoo.com

EMMANUELA MWINGIRA

Law Officer

REGISTRATION INSOLVENCY AND TRUSTEESHIP AGENCY, P.O.BOX 287, CHAMWINO, DODOMA, MOBILE NO: 0713881045, EMAIL: emmamwingira@gmail.com

JESICA G. MONGI

Assistant Lecturer

MZUMBE UNIVERSITY, P.O.BOX 6553, MBEYA, TANZANIA, MOBILE NO: 0762335302, EMAIL: jmongi@mzumbe.ac.tz