

CURRICULUM VITAE

MAHMOUD MAHMOUD

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PERSONAL DETAILS

First name : MAHMOUD
Surname : MAHMOUD
Middle name: KASSIM
Date of Birth: 9 May 2001
Place of birth: Kagera region, Tanzania
Nationality : Tanzanian
Sex : Male
Religion : Christian
Marital Status : Single
Hobbies : Exercising, reading, travelling, swimming, mountain
Climbing ,cycling indoor sports, football, hiking, graphics designing
Carrier : Human resource personnel.

CAREER OBJECTIVE

Seeking a challenging career with a progressive organization that can benefit from my skills and abilities. I aim to utilize my skills and abilities to contribute effectively to the organization's success while continuing to develop my professional expertise and career trajectory, iam passionate about developing impactful programs and materials that drive engagement and foster positive change with a strong commitment to excellence, eager to leverage my experience to drive innovation and success within a dynamic team environment.

PROFILE

Holder of a bachelor's degree in Human Resource Management, Innovative and creative in nature, good organizer of resources both natural and human resources. With a background in leading initiatives, I have an ability to work under minimal supervision and a team player. Written and oral English communication skills .Have ability to work under

pressure and maintain high quality and standard results as well as meeting deadlines.

Being a creative ,eager, analytical, trustworthy, hardworking, self motivated,fast learner with good leadership skills, extremely flexible with respect to changes, capable to take initiatives and innovative and result oriented person. I am dedicated to fostering a collaborative environment for employee engagement and driving positive outcomes through strategic thinking and effective communication.

ACADEMIC QUALIFICATIONS

YEAR	EDUCATION LEVEL	NAME AND ADDRESS OF SCHOOL/INSTITUTE	ACADEMIC CERTIFICATE/AWARD
2021-2024	University education	Institute of social work, Dar es salaam, Tanzania	Bachelor degree in Human resource management
2020-2021	Advanced level education	Ihungo Boys High School Kagera,Tanzania	Certificate of advanced secondary education.
2019-2020	Advanced level education	Bagamoyo Secondary School Pwani,Tanzania	Certificate of advanced secondary education
2014-2018	Ordinary level Education	St Joseph Kolping Secondary School Kagera,Tanzania	Certificate of secondary education
2008-2014	Primary level education	Partage English Medium Primary school Kagera,Tanzania	Primary school leaving certificate

WORK EXPERIENCE

OCTOBER 2024 - AUGUST 2025

Organization/Company

Shoppers Supermarket limited

Address

Mikocheni,Dar es salaam

Position

Sales Associate

Duties

- Stock taking
- Product Price Allocation
- Placement of orders
- customer care
- Mechandise management

JULY 2023 -OCTOBER 2023

Organization/Company

Air Tanzania Company limited

Address

P.O Box 543,Dar es salaam,Tanzania.

Position

Field work office assistant (Administration and Finance Department).

Duties

- Processing duty travel forms,reviewing and stamping the forms for payment.
- File management.
- Entry of corporate invoice payments in Microsoft excel
- Entry of payments for refunds.
- Recruitment and selection.

- Attending guests who have appointments to meet the Director of finance.

Volunteerism

2024-present

Organization

Member of Watoto Afrika initiative,Dar es salaam,Tanzania.

June 2021-September 2021

National military service,833 KJ Oljoro JKT military camp,Arusha,Tanzania.

January 2015-November 2018

Organization

Member of the Youth united nations association, Kagera region,Tanzania.

CONTACTS AND MAILING ADDRESS

Phone Number: +255 781236789

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LANGUAGE(S)

Language(s)	Oral	Written	Reading
English	Fluent	Excellent	Excellent
Kiswahili	Fluent	Excellent	Excellent

KEY SKILLS AND COMPETENCE

Technical Proficiency

- Proficiency with relevant software, Microsoft office tools(Microsoft excel, Microsoft word ,Power Point).
- Graphics designs too I(Canva, Adobe illustrator, capcut)

Attention to details

- Meticulous and thorough in reviewing and analyzing information to ensure accuracy and precision.

Ability to work under pressure

- Proven ability to manage workload and meet deadlines in high-pressure environments, prioritizing tasks and maintaining composure.

Confidentiality and discretion

- Experienced in handling sensitive and confidential information, maintaining confidentiality and exercising discretion in all interactions.

Strong communication skills

- Effective communicator with excellent written and verbal skills, able to convey complex information clearly and concisely.
- Active listening and feedback.

Organizational skills

- Skilled in managing multiple tasks and projects simultaneously, prioritizing and organizing work to meet deadlines and achieve results.

Time management

- Adapt at managing time and resources to maximize productivity and efficiency.

Problem-solving

- Ability to analyze problems, identify solutions, and implement effective solutions.

Analytical thinking

- Skilled in analyzing complex data and information, drawing meaningful conclusions

and insights.

Leadership and Management

- Team leadership and motivation.
- Project management and strategic planning.

Problem-Solving

- Analytical thinking and decision-making.
- Creative and innovative solutions.

Organizational Skills

- Time management and prioritization.
- Process optimization and efficiency.

Interpersonal Skills

- Relationship building and networking.
- Conflict resolution and negotiation.

Adaptability and Flexibility

- Ability to manage change and uncertainty.
- Learning and adapting to new technologies.

Employee engagement

- Fostering a motivated and committed workforce.

Customer Service

- Client relationship management.
- Service excellence and problem resolution.

Research and Analysis

- Conducting thorough research.
- Analyzing trends and providing insights.

Professionalism and integrity

- Committed to upholding the highest standards of professionalism and integrity, maintaining confidentiality and exercising discretion.

Adaptability and flexibility

- Flexible and adaptable, able to adjust to changing priorities and circumstances.

Cultural Competence

- Understanding and respecting diverse backgrounds.
- Working effectively in multicultural environments.

REFEREES

Mr .Anthony Wilson

Office assistant

Air Tanzania company limited.

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Vivian Joseph

Executive director

Watoto Afrika Initiative

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Angelina Mbuki Shija

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Helen Charles

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DECLARATION

I, MAHMOUD KASSIM MAHMOUD I hereby state that all what is stated here in above is true to the best of my own knowledge.