



ANDREW KWIYANGA

HR Practitioner\Front Office Personnel

With combined experienced HR professional, Front office operation and office administration. Skilled in recruitment, office coordination, and employee support with strong communication abilities.

PERSONAL DETAILS

📅 14 APRIL 1994

👤 MARRIED

🗣️ ENGLISH AND SWAHILI

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✉️ andrewmwasa506@gmail.com

📍 Zanzibar, Tanzania

HOBBIES

.To Reads books

.To Watch movies

.To watch football

EDUCATION

2020 - 2023

THE MWALIMU NYERERE MEMORIAL ACADEMY ZANZIBAR

🎓 Bachelor degree in human resources management

2015 - 2017

KASULU HIGH SCHOOL

🎓 Advanced secondary school education

2009 - 2012

KINKATI SECONDARY SCHOOL

🎓 Secondary School Education

LE MERSENNE AUTOGRAPH COLLECTION HOTEL ZANZIBAR

2025-

Assistant HR Manager

As assistant HR manager i was help strategic and people-focused HR professional skilled in talent acquisition, employee relations, and performance management. I align HR practices with business goals to drive growth, foster positive workplace culture, and enhance employee engagement. Committed to supporting both organizational success and individual development through proactive, compliant, and empathetic HR leadership.

KARUME INSISTUTE OF SCIENCE AND TECHNOLOGY {KIST} 2023- 2025

Junior HR Assistant

As Junior HR Assistant an entry-level role i was supporting a human resources department by handling administrative tasks, such as managing employee files, processing payroll and benefits, assisting with recruitment and onboarding, and answering employee questions, all while ensuring data accuracy and efficient HR operations.

HOTEL SUNSET KENDWA ZANZIBAR

2019- 2025

Receptionist and Front Office Supervisor

Streamlined check-in processes, resolved issues promptly, and boosted customer satisfaction. Recognized for professionalism, efficiency, and creating a welcoming environment that increased repeat visits and positive client feedback.

SKILLS

- HR Systems and Technology Payroll Management
- Labor laws
- Problem solving management
- Interpersonal and communication skill
- Organization Skills

UNILEVER TEA COMPANY LTD
NJOMBE

2017 - 2019

OFFICE ADMIN CLERK

As an Office Administrator, I was responsible for overseeing daily office operations, ensuring smooth workflow, managing administrative tasks, coordinating meetings and schedules, maintaining records, and supporting staff across departments. I also handled communication, inventory management, and assisted with basic HR and finance duties to ensure organizational efficiency.

REFERENCES

Mr Salum A SALUM

Head of Service and
Operation President
Office Pemba.

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Bi Mariam Ngusa

HR Manager Le Mersenne
Autograph Collection Hotel
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