

CURRICULUM VITAE

PERSONAL DETAILS

Date of Birth: 03 SEPT 1999
Sex: MALE
Marital Status: SINGLE
Nationality: TANZANIAN
Region of Birth: MTWARA
District: TANDAHIMBA
Tribe: MAKONDE
Region of Domicile: MBEYA
District: MBEYA CBD
Religion: MUSLIM
Disability: NO DISABILITY



HAJI ISSA

19990303-63317-00001-29

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alhajyahmady@gmail.com



PROFILE:

I am seeking to work in a growth - oriented institution that fosters career development. Also working to help the community and my colleagues to achieve their highest potential through hard work and collective responsibility to direct the community to greater heights in terms of profitability and success. I am seeking an opportunity to exploit my capability and ability for the best interest of your institution.

I am young, dynamic and innovative as well as performance-oriented person who is driven by both ambition and a sound grasp of reality.

I am person with strong desire, willingness and ability to rapidly master and successfully implements new concepts, techniques and skills in my area of expertise.

I am a person dedicated and committed to provide the best possible services to the organization and the society.

CAREER OBJECTIVE

- To be successful by working to help the community and my colleagues to achieve their highest potential through hard work and collective responsibilities so as to steer the communities and the world to greater heights in terms of profitability and success.

ABILITIES AND AREA OF EXPERTISE

- Able to communicate openly with people of different backgrounds.
- Ability to work under minimum supervision, to work in dynamic environment, capable of taking initiatives and working in a team.
- Ability to analyze information, define problems, collect data, establish facts, write reports, make presentations and draft documents

EDUCATION BACKGROUND

YEAR	LEVEL	PROGRAM	AWARD	INSTITUTION	REGION
2019 - 2024	Degree	Bachelor Degree	Bachelor Degree in Human Resource Management - BHRM	Mzumbe University	Mbeya - Mbeya CBD
2017 - 2019	Advanced Secondary School Education	Advanced Secondary School Education	Certificate of Advanced Secondary School Education- ACSE	Msamala Secondary School	Ruvuma - Songea
2013 - 2016	Ordinary Secondary School Education	Ordinary Secondary School Education	Certificate of Secondary School Education- CSE	Farm 17 Secondary School	Lindi - Nachingwea
2006 - 2012	Primary School Education	Primary School Education	Certificate of Primary School Education	Majengo Primary School	Mtwara - Tandahimba

WORK EXPERIENCE

DURATION	ORGANIZATION	ADDRESS	KEY RESPONSIBILITY
October 31, 2023 - March 15, 2024	Iyela Ward	P. O. Box 149 Mbeya - CBD	• Serve as the head of the ward's administrative operations, ensuring that all government policies, regulations, and directives are implemented effectively within the ward.

			<ul style="list-style-type: none"> • Oversee the provision of essential public services within the ward, including education, health, sanitation, and infrastructure maintenance. • Manage the ward's budget, ensuring proper allocation of resources, and maintaining accurate financial records and reports. • Ensure the maintenance of law and order within the ward, working closely with local law enforcement agencies to address issues such as crime and disputes. • Engage with the community to mobilize support for development projects, public health campaigns, and other government initiatives. • Collect and compile data on various socio-economic indicators within the ward, and report this information to higher government authorities for planning and policy-making. • Oversee land management issues within the ward, including land allocation, resolving land disputes, and ensuring adherence to land use regulations. • Monitor and evaluate the implementation of development projects and government programs within the ward to ensure they meet their intended objectives. • Work closely with village leaders, councilors, and other local officials to coordinate efforts in addressing community needs and priorities. • Serve as the primary point of contact between the government and the ward residents, addressing public concerns, providing information, and ensuring transparent communication between the two • To keep and maintaining records.
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LANGUAGE PROFICIENCY

- Confident and competent in reading, writing and speaking English and Kiswahili Language.



ORGANIZATION AND MEMBERSHIP

- Member of PCCB Club (Preventing and Combating Corruption Bureau) at Msamala Secondary School 2017 - 2019
- Member of Tax Club (Tax Payment Workshop operated by TRA) at Msamala Secondary School 2017 - 2019
- Member of RUMSYA (Ruvuma Muslim Students Youth Association) at Msamala Secondary School 2017 - 2019
- Member of UVCCM (Umoja wa Vijana wa Chama Cha Mapinduzi) at Mzumbe University 2019 – 2024
- Member of MUMSA (Mzumbe University Muslim Students Association) at Mzumbe University 2019 – 2024

OTHER KNOWLEDGE AND SKILLS

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|----------------------------------|------------------------------------|
| • Communication skills | • Interpersonal Skills |
| • Computer skills | • Leadership skills |
| • Decision-Making skills | • Listening skills |
| • Empathetic skills | • Monitoring and Evaluation skills |
| • Guidance and Counseling skills | • Multi-tasking skills |

HOBBIES

- | | |
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| • Reading books, | • Writing |
| • Interpreting, | • Blogging |
| • Physical exercises, | • Learning languages |
| • Traveling | • Photography |
| • Watching movies | • Making music |
| • Community involvement | |

REFEREES

A part from my personal information mentioned in this resume, other information with some recommendations might be sought freely from:

1. **MR. RAYMOND MAGUHLWA**
ASSISTANT LECTURER
MZUMBE UNIVERSITY
P. O. BOX 6559
MBEYA
Email Address: rmaguhwa@mzumbe.ac.tz
Mobile: +255752200885
2. **MR. JOHN JOROJICK**
ASSISTANT LECTURER & HEAD OF DEPARTMENT (DEPARTMENT OF SOCIAL SCIENCE AND HUMANITIES- DSSH)
MZUMBE UNIVERSITY
P. O. BOX 6559
MBEYA
Email Address: jjorojick@mzumbe.ac.tz
Mobile: +255755527767
3. **MS. MERCY MWAKALINGA**
WARD EXECUTIVE OFFICER
P.O.BOX 149
IYELA WARD – MBEYA CBD
Email Address: mercymwakalinga1@gmail.com
Mobile: +255753324624

DECLARATION

I HAJI A. ISSA, declare that all information given above are correct and describe the truth of my experience, abilities, interest, responsibility, accountability, honest and capabilities which I have, to ensure equality and right of the people without any discrimination and that I agree to be liable for misrepresentation of the details.

Name: HAJI A. ISSA

Signature: 

Date: 19-September-2024