

AGNESS EDWARD NTENGO

Kigamboni, Dar Es Salaam, 5224, Dar Es Salaam Tanzanian | (+255) 761716010 | ntengoagness@yahoo.com

Summary

Highly motivated and hardworking human resource professional with nearly 3 years of experience in the HR field, holding a Bachelor's degree in Human Resource Management. Proven expertise in recruitment, management, and various HR matters. Recognized for being organized, performance-oriented, and capable of undertaking multiple tasks with integrity, confidentiality, and accountability. Committed to achieving organizational goals while fostering a positive work environment.

Skills

- Task Delivery
- Deadline Management
- Team Collaboration
- Cross-Functional Work
- Verbal Communication
- English Fluency
- Swahili Fluency
- Multitasking Skills
- Client Relations
- Active Listening
- Adaptability Skills
- Conflict Resolution
- Report Writing
- Project Support
- Detail-Oriented
- Data Accuracy
- Problem Solving
- Time Management
- Microsoft Office
- Email Correspondence
- Digital Tools

Experience

EXECUTIVE ASSISTANT

05/2023 to 08/2024

KKB ATTORNEYS AT LAW

Dar Es Salaam,, Tanzania

- Provide comprehensive administrative support by managing day-to-day tasks, ensuring smooth office operations.
- Support executive team by efficiently relaying communications between stakeholders, colleagues, and departments.
- Oversee document control by organizing, updating, and maintaining important records for easy access and retrieval.
- Organize and coordinate meetings, including scheduling, preparing agendas, and ensuring follow-up on action items.
- Manage travel arrangements for executives, handling bookings, itineraries, and expense reporting.

HUMAN RESOURCES OFFICER

03/2021 to 02/2023

REVEURSE TANZANIA COMPANY LIMITED

Dar Es Salaam,, Tanzania

- Oversee the recruitment process, including screening resumes, conducting interviews, and assessing candidate suitability.
- Prepare and manage employment contracts, ensuring accuracy and compliance with company standards.
- Facilitate the onboarding of new employees, providing orientation and necessary training to ensure smooth integration.
- Develop, update, and enforce company policies and procedures to maintain compliance with labor laws and organizational goals.
- Collaborate with department heads to streamline the hiring and recruitment process, ensuring alignment with company needs.

Human Resource Intern

09/2020 to 02/2021

Reveurse Tanzania Company Ltd

- Led the company's mentorship program at VETA, delivering a four-week training to students, fostering professional development.
- Managed the full recruitment process, including candidate selection, shortlisting, and placement for client positions.

- Drafted and negotiated recruitment service agreements for outsourcing, permanent, and temporary recruitment in line with client requirements.
- Sourced candidates for various roles, ensuring alignment with client expectations and job specifications.
- Prepared detailed interview reports and HR service proposals, delivering comprehensive insights to clients and supporting decision-making.

Practical Trainee

07/2019 to 09/2019

NMB Bank Plc in the Human Resource Department

- Assisted in daily administrative tasks and provided operational support to ensure smooth workflow and project execution.
- Gained hands-on experience in data analysis and report generation, contributing to informed decision-making processes.
- Collaborated with senior team members to execute projects, ensuring adherence to deadlines and quality standards.
- Participated in training sessions and development programs to enhance industry-specific skills and knowledge.
- Supported the documentation and filing processes, maintaining accurate records and assisting with compliance efforts.

Education and Training

Bachelor's Degree in Human Resource Management

2020

UNIVERSITY OF DAR ES SALAAM BUSINESS SCHOOL

Tanzania

Advanced Certificate of Secondary Education Examin

2017

ST. JOSEPH'S CATHEDRAL HIGHSCHOOL

Tanzania

Certificate of Secondary Education Examination (CS

ST. JOSEPH MILLENIUM SECONDARY SCHOOL

Tanzania

Accomplishments

- Rahma Amod Country Representative Baby Moon Care +255 788 339 874 Email: rahmaamood123@gmail.com
- Deodatha Michael Administrative Manager Medtrust Company Limited +255 684 247394 Email: michael.deodatha@gmail.com
- George Lucas Chalamila Zonal Administrative Officer NMB Bank Plc, Bank House Bld Mobile: +255 754 562171 Email: george.chalamila@nmbtz.com