

# EDNAENZI MCHARO

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## PROFESSIONAL SUMMARY

- Currently holding a bachelor degree in Human Resource Management, with passion for a positive workplace culture, self-motivated, also can work under minimum supervision.

## Education

### 1. Bachelor Degree in Human Resource Management.

- Tanzania institute of Accountancy (Dar Es Salaam campus) (2021-2024.)

### Relevant courses.

- Strategic human resource, Labour law, Human resource information system, Human resource training and development, Human resource performance management and Human resource planning.

### 2. Advanced Certificate of Secondary Education.

- Tusiime High School (2021).

### 3. Certificate of Secondary Education.

- Baobab Secondary School (2018).

## Experience

### **CRDB Bank**

#### HUMAN RESOURCES, CUSTOMER SERVICE & SALES intern.

- Team work development.  
>Gained significant experience in human resources development, formation of teams to undertake various bank operations and tasks.
- Database entries  
>Acquired experience on data entries and management in CRDB bank databases.
- Assisted in managing the completion of daily activities.  
>Ensured daily operations are well performed and documented.
- Conducting customer survey for compliance and operational growth.  
>Consistently demonstrated success in doing operational activity while observing bank industry standards and regulations that are being followed and documented.
- Offered training solutions.  
>Managed and offered my time in training my other intern freshmen.

## Skills Summary

- Computer skills: high proficiency in Ms word, Ms excel and Ms power point.
- Human resource information system software (HRIS) familiarity.
- Monitoring and evaluation skills.
- Adequate Communications skills in building proper relationship with intended customers.
- Team work formulator.
- Problem solving skills.
- Language skills: High proficiency in English & Swahili language in oral and speaking.
- Attention to details with the ability to work in a team.
- Presentation skills in oral and the use of software.

## AWARDS

- Leadership award: Led a school government team in Tusiime high school in managing school events and initiatives, enhancing student engagement and positive school spirit.
- A member of PCCB school club.

## REFERENCES.

1. Prof. Rose Mpembeni.  
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