

# **BAISA ABDALLAH BAISA**

Plot no 11, Tandahimba, Mtwara

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## **PERSONAL PROFILE**

A highly motivated person looking to develop my career as Administrator or Human Resource Manager and build my Administrative skills and knowledge.

## **EDUCATION QUALIFICATION**

2009-2011	University of Dodoma Masters of Public Administration (MPA)
2005-2008	Muslim University of Morogoro Bachelor of Arts with Education (B.A. Ed)
2003-2005	Al-Haramain Islamic Seminary Advanced Certificate of Secondary Education (ACSE)
1999-2002	Al-farouq Islamic Seminary Ordinary Certificate of Secondary Education (CSE)

## **CAREER OBJECTIVES**

My objective is to work with a reputable company in a challenging and dynamic position that will enhance my career growth, Also to focus on continuous improvement.

## **JOB EXPERIENCE**

2008-2009	I was a part time teacher of (civics and History) at Ridhwaa Islamic Seminary at Dar es Salaam
July-August 2010	I was a part time teacher at Jamhuri Secondary School At Dodoma
2015-2017	I am a chief Executive officer at MRENGO (MTWARA) Regional NGO`S Organization.
2017-2020	Project coordinator at ETG (Export Trading Group).
2020- Present	Council Chairman of TANDAHIMBA DISTRICT
2021- Present	ALAT CHAIRMAN OF MTWARA REGION.

## **PERSONAL SKILLS**

- Computer skills i. e Microsoft word, excel power point presentation and internet
- Leadership skills I e Representative of Masters students at UDOM
- Able to work under pressure
- Adaptable new situation
- Problem solving.

## **HOBBIES AND INTEREST**

- Playing and watching foot ball
- Reading Magazines, News Paper
- Internet i.e. Roaming various site

## **PERSONAL DETAILS**

- Nationality                      Tanzanian
- Passport                         AB285939
- Driving license                Class,A,B,D
- Languages                      Swahili, English

## **REFFEREES**

1. Mr. Shaibu s. Likumbo  
Quantity Surveyor  
National Construction Council  
Tel: 0713 402 872
  
2. Mr. Katani Ahmadi Katani  
Member of Parliament (MP)  
Tandahimba Constituency  
Tel: 0713 141 499
  
3. Mr. Anthony P. Mavunde  
Deputy Minister  
Ministry of Agriculture  
Tel: 0784 713 204
  
4. Col, Patrick Sawala  
District Commission  
Tandahimba District Council  
Tel: 0686 935 386