

# ANITHA VITALIS LUCAS

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## SUMMARY

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I am a highly motivated, accountable, productive, and solution-oriented person who is essentially motivated to achieve targets and a drive to achieve success and maximize returns for the Organization and all stakeholders alike.

## PROFESSIONAL EXPERIENCE

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**SHREE HINDU MANDAL – Dar Es Salaam, Tanzania**

**Assistant Human Resources Officer - December 2024 - To date**

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- **Recruitment and Selection Process:** assist and manage the complete hiring process from job posting to candidate selection and onboarding
- **Employee Onboarding:** Facilitate new employee orientation and integration into the organization
- **Training and Development:** Conduct staff training programs, internally and externally on various HR matters including Absenteeism and Leave.
- **Performance Evaluation Management:** Oversee employee performance reviews and evaluation processes
- **Employee Attendance Management:** Monitor and track employee attendance, including monthly biometric reporting
- **Compliance Management:** Ensure adherence to regulatory requirements for employee benefits and contributions
- **Calendar Management:** Coordinate and manage organizational calendars and scheduling
- **Report Writing:** Prepare and compile various administrative reports including monthly biometric attendance reports,
- **Benefits Administration:** Maintain records and documentation for employee benefits and contributions
- **Inter-organizational Coordination:** collaborate with different organizations like NHIF to manage account separations and process management contributions, Monitor and follow up on employee NHIF registrations and benefits.
- **Contract Management:** Drafting and issuing employment contracts, managing contract renewals and amendments.
- **General Administrative Support:** Handle all other administrative duties and office management tasks.

**Tanzania Broadcasting Corporation (TBC)– Dar Es Salaam, Tanzania**

**Human Resources officer II - July 2022 – November 2024.**

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- **General administrative duties** i.e. Letter writing, documentation, attending mails and preparation of HR reports.
- **Employee Relations:** Assist in checking overall compliance and adherence with labor law and organizational policies.
- **Contract Management:** Drafting and issuing employment contracts, managing contract renewals and amendments.
- **Recruitment and Selection Process:** Gathers, organizes and attended to job applications
- **HR system & Tools:** Contribute in attending mails in HCIS's including e-government mailing system, and HCMIS

**MONEY STUDIOS TANZANIA, Dar es Salaam, Tanzania**

**Human Resource & Admin - Intern, December 2021 – June 2022**

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- **General administration:** Maintain Hr. database and records keeping.
- **Customer Service and customer Interaction:** Assist in receiving and attending to the both customer and employee queries
- **Contract Management:** Drafting and issuing employment contracts, managing contract renewals and amendments.
- **Calendar Management:** Coordinate and manage organizational calendars and scheduling
- Performed all other duties as assigned by the supervisor.

**EDUCATION**

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**Mzumbe University (MU)**

**Bachelor of Human Resources Management (BHRM)**

November 2018 - November 2021

**Songea Girls Secondary School**

**Advanced Certificate of Secondary Education (ACSE)**

July 2015- May 2017.

**Katuru Secondary School**

**Certificate of Secondary Education (CSE)**

Jan 2011- November 2014.

**SKILL** \_\_\_\_\_

**PROFESSIONAL AND TECHNICAL SKILLS**

- Management Principles
- Employment Law and Regulations
- HR Records and Administration
- Strategy, Policy formulation and Implementation
- Conflict resolution and Management
- Leadership and Organization skills
- Team management
- Excellent interpersonal and communication skills

**LANGUAGE**

- Fluent in both Swahili and English Language in writing, reading and speaking

**REFEREE** \_\_\_\_\_

ANNA MSUYA

Tel: +255 758 003 395

TBC – Human Resource Manager

Email; [anna.msuya@tbc.go.tz](mailto:anna.msuya@tbc.go.tz)

ROBALT RAPHAEL

Tel: + 255 657 931 111

Money Studios – Operations officer

Email: [robertraphael63@gmail.com](mailto:robertraphael63@gmail.com)

DOREEN NYAMBITA

Tel: +255 684 512 767

SHM – HR OFFICER

[doreen.nyambita@shm.or.tz](mailto:doreen.nyambita@shm.or.tz)

# The National Examinations Council of Tanzania



## Certificate of Secondary Education

This is to certify that **ANITHA VITALIS LUCAS**

Index No. **S0879-0003**

sat for the Certificate of Secondary Education Examination

at **KATURU SECONDARY SCHOOL**

in **NOVEMBER 2014**

and qualified for the award of this

**CERTIFICATE** at **CREDIT**

after attaining the following performance:-

Subject	Grade
CIVICS	C (PASS)
HISTORY	D (PASS)
GEOGRAPHY	C (PASS)
KISWAHILI	B (PASS)
ENGLISH LANGUAGE	B (PASS)
PHYSICS	E (UNSATISFACTORY)
CHEMISTRY	C (PASS)
BIOLOGY	B (PASS)
BASIC MATHEMATICS	E (UNSATISFACTORY)
*****	

Certified as a True Copy of Original  
Date: 15/05/2022  
Sign: *Philip Onesmo Kitomari*  
**PHILIP ONESMO KITOMARI**  
Advocate, Notary  
Public & Commissioner for Oaths

*[Signature]*

Chairperson

*[Signature]*

Executive Secretary

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# The National Examinations Council of Tanzania



## Advanced Certificate of Secondary Education

This is to certify that ANITHA VITALIS LUCAS

Index No. S0219-0561

sat for the Advanced Certificate of Secondary Education Examination  
at SONGEA GIRLS SECONDARY SCHOOL

in MAY 2017

and qualified for the award of an

ADVANCED CERTIFICATE OF SECONDARY EDUCATION

in Division TWO

after attaining the following performance:-

Subject

GENERAL STUDIES  
HISTORY  
GEOGRAPHY  
ENGLISH LANGUAGE

\*\*\*\*\*

Certified as a True Copy of Original  
Sign: *[Signature]* Date: 18/05/2022  
PHILIP ONESMO KITOMARI  
Advocate, Notary  
Public & Commissioner for Oaths

Grade

E (PASS)  
D (PASS)  
D (PASS)  
C (PASS)

*[Signature]*

Chairperson

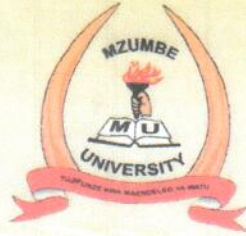


*[Signature]*

Executive Secretary



# MZUMBE UNIVERSITY



This is to certify that

*Anitha Vitalis Lucas*

having satisfied all the requirements for award of the degree of

**BACHELOR OF HUMAN RESOURCE MANAGEMENT  
SECOND CLASS - LOWER DIVISION**

was admitted to the Degree at a Congregation held on the  
Twenty Fifth day of November in the year Two Thousand and Twenty One

Certified as a True Copy of Original  
Sign: *Philip Onesimo Kitomari* Date: 12/05/2022  
PHILIP ONESMO KITOMARI  
Advocate, Notary  
Public & Commissioner for Oath

Deputy Vice Chancellor  
(Academic Affairs)



Vice Chancellor

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