

ATHUMANI SAIDI CHITUHUMA

Address: Magomeni, Dar es Salaam

Language: Swahili and English

Phone: 0714274210/0617294210

Email: athumanis141@gmail.com

Birth Date: 01st April, 1999

Sex : Male

Professional Profile:

Athumani Saidi chituhuma is a mid-level HR professional with 2 years experience competent in all elements of HR administration including recruitment, payroll management, employee relations, on boarding, Health and safety, compensation and Performance Management. Equipped with an in-depth knowledge of employment/ labour law, Customer service qualities, adherence to professionalism and full employee life-cycle. Experience in working with government agency, Logistics and Manufacturing industry. I am also proficient in providing technical expertise in workforce development. I am a vibrant and hard-working person with excellent interpersonal qualities and communication skills to ensure effective participation in a team. The passions and leadership competences of creativity, innovation, integrity, professionalism, excellence, confidence, independence, goal-oriented and team conflicts troubleshooting make me stand out of cloud to work with people of cultural diversity.

Educational Background:

2019-2022	Bachelor of Labour Relations and Public Management, Institute of Social Work
2017-2019	Advance Certificate of Secondary Education, Jitegemee (JKT) High School
2013-2016	Certificate of Secondary Education, Salma Kikwete Secondary school
2007-2012	Primary Education Certificate, Mwalimu Nyerere Primary School

Work Experience:

Human Resource Officer (Recruitment Specialist), KEDA (T) CERAMICS COMPANY LTD (TWYFORD TILES)	8th Dec, 2023 - Present
<ul style="list-style-type: none">• Talent Acquisition: Develop and execute effective recruitment strategies to attract top talent for various roles within factory.• On-boarding: Coordinating the on boarding process to ensure smooth integration of new hires in the company.• Employer Branding: Promoting the company's brand to attract top talents.• Job analysis: Collaborating with department managers to define job requirements.• Sourcing Candidates: Utilize various channels to source candidates, including job boards, social media, professional networks, and referrals.• Screening and Interviewing: Conduct initial screenings, interviews, and	

<p>assessments to identify qualified candidates.</p> <ul style="list-style-type: none"> • Exit process management: Handle the exit procedures for departing employees, including conducting exit interviews, processing final settlements, and ensuring a smooth transition. • Vacancy tracking: Keep track of current and upcoming job vacancies, maintaining an updated list to ensure timely filling of positions. • Coordination: Schedule and coordinate interviews with hiring managers, ensuring a smooth recruitment process. • Job advertising: Create compelling job advertisements and post them on relevant platforms to attract suitable candidates. • Compliance: Ensure all recruitment activities comply with local labour laws and company policies. • Reporting: Maintain and update recruitment metrics and reports, providing insights to the HR manager. 	
Human Resource Assistant, BLUEWAVE CARGO & TARGET EXPRESS AIR CARGO	5th July, 2023 – 30st Nov, 2023
<ul style="list-style-type: none"> • Administrative Tasks: Managing employee records, updating HR databases, and handling routine HR administrative tasks such as filing and documentation. • Recruitment Support: Assisting in the recruitment process, including screening resumes, scheduling interviews, and conducting preliminary interviews. • On-boarding Assistance: Helping to prepare on-boarding materials, coordinating orientation sessions, and ensuring new hires complete necessary paperwork. • Data Management: Inputting and managing HR-related data in various systems and databases, ensuring data integrity and confidentiality. • Employee Assistance: Assisting employees with HR-related inquiries and requests, such as benefits information and leave applications. • Compliance: Ensuring all HR practices adhere to legal standards and company policies. • Support Services: Providing general administrative support to the HR team, including scheduling meetings, preparing reports, and coordinating HR events. 	5 Months
Assistant Labour Officer (Intern Contract), TEMEKE LABOUR OFFICE	12th Oct, 2022 – 29th June, 2023
<ul style="list-style-type: none"> • Compliance Monitoring (Labour law enforcement): To ensures that employers adhere to local labour laws, regulations, and standards meant to protect worker's rights and promote fair labour practices. • Complaint Investigations: Conducting investigations to different company within Temeke region into complaints or suspected violations of labour laws. • Mediation and Dispute resolution: Acting as mediator between employers 	9 Months

<p>and employees so as to resolve their labour disputes, handling grievances and conflicts.</p> <ul style="list-style-type: none"> • Education and Outreach: Providing training and education program to employers and employees so as to raise awareness about labour laws, rights and obligations of each part in a company. • Documentations and Reporting Writing: Maintaining accurate records of labour related activities, including complaints, Investigations and outcome, especially preparing weekly, monthly and yearly report of inspection. 	
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Skills and Abilities:

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- Strong people management, team-work, organizational and communication skills.
 - Self-motivated and creative with ability to use my own initiative to solve problems.
 - Ability to work in a busy, demanding and multi-tasking work environment.
 - Working knowledge and experience of labour Laws, Guidelines and Regulations.
 - Critical thinking skills, listening and problem solving skills.
 - Computer literacy (words and excel)
- **Hobbies & Interests:** Reading books & novels, listening to music, Career development, Watching TV, Sports, travelling and sharing idea with other people.

References:

<p>1. Name: Amiry Halfani Job Title: Human Resource Executive at NIARA Limited Location: DAR ES SALAAM. Mobile: +225 789 393 293 Email: halfaniamiry@gmail.com</p>	<p>2. Name: Emmanuel Herman Silayo Job Title: Recruitment Supervisor at KEDA (T) CERAMICS CO, LTD Location: Chalinze Mobile:0755452371/0714279871 Email:emmanuelherman71@gmail.com</p>	<p>3. Name: Rhoda Robert Job Title: Labour officer at Temeke Labour Office Location: DAR ES SALAAM. Mobile: +255767210732 Email: rhodarobert13@gmail.com</p>
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Certification:

I, **ATHUMANI SAIDI CHITUHUMA**, the undersigned, certify that to the best of my knowledge and belief, these curriculum vitae describe me, my qualifications, and my experience correctly.