

BAZIL F. PROTASE

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Date of birth19th March 1993

Nationality..... Tanzanian

Place of birth.....BIHHARAMULO

PROFILE

Accomplished, adaptable, motivated in Human Resources Profession with outstanding human resources and administration skills and genuine passion for Helping Human Resources and Administration Departments to meet their organizational objectives, with proactive focus on identifying and finding solutions on problems facing HR Departments in meeting in Organizational visions, while ensuring provision of quality service to clients.

CAREER ARCHIEVEMENTS

- Facilitated more than 20 local trainings
- Handling daily leave request where at least 3 leave request were handled daily
- Ensured daily good staff attendance by taking action for late comers and absent staffs
- Transfer of employee's information from Lawson to HCIMS and ensure regular updates
- Handling of incoming and outgoing correspondences where at least 20 correspondents were handled daily
- Handling of more than 70 subsistence allowances issues
- Arrangements daily transport routes and maintenance for 13 vehicles
- Introduced soft copy employment record keeping for the organization where I succeed to scan employment documents of 471 staff
- Handling more 15 disciplinary cases

RELEVANT EXPERIENCE

HRO, China Boda group of Companies

Sept. 2024-Current

Duties Performing

- Workforce planning , Recruitment and selection
- Payroll administration

- Dealing with Performance management , training and development
- Handling attendance and leaves issues
- Handling Compensation and employee benefit
- Handling disciplinary matters and employees Complaints
- Advising the employer on adherence of various employment policies and procedure ,workplace safety and compliance with government rules and regulations in his business
- Maintaining filling systems
- Issuing of office materials , organizing meeting and various events
- Handling incoming correspondences

Intern HRO, Tanzania Petroleum Development Corporation
Duties performing

Jan.2022-Aug. 2024

- Handling leaves
- Handling recruitment and induction issues.
- Handling training and development programs
- Attendances and attendance report
- Handling employee's records and updating staff database.
- Assisting in handling disciplinary issues and procedures
- Administering work compensations and Benefits
- Dealing with Filling systems of employee records in personnel files and other documents
- Handling incoming and outgoing correspondences.
- Performing others duties assigned by the supervisor

Intern HRO, Muhimbili National Hospital
Duties Performed

Nov.2019-Nov 2020

- Assisting in preparing payroll
- Preparing clinical interns monthly pay list
- Preparing leaves and Calculating leave fares
- Organizing room facilities for hospital management Meeting, And employee seminars
- Taking meeting minutes and preparing internal and external letters

- Monitoring and organizing hospital vehicles and organizing transport for management and employees going out for various events
- Assisting on Human Resource Matters, employee relations and communication policies
- Assisting in Implementing reward management and remuneration policies
- Assisting in Handling disciplinary matters
- Assisting in Administering Human Resource training and development, performance management and career management programs
- Handling employees complains
- Participating in various Human Resource management and compensation activities, such as job evolution, salary grading exercises and filling of salary arrears claim form
- Assisting in Carrying out Human Resource Planning assignments
- Assisting in Records management
- Assisting in attendance and overtime tracking and reporting for payroll
- Engagement in continuous professional development
- Performing other day to day activities assigned by my supervisor.

EDUCATION BACKGROUND

Year	Institution	Award
2016-2019	Tanzania Institute of Accountancy	Bachelor Degree in Human Resource Management
2014-2016	Nsumba Secondary School	Certificate of Advanced Secondary Education
2010-2013	Biharamulo Secondary School	Certificate Of Ordinary Secondary Education
2003-2009	Rusabya Primary School	Primary school leaving

PROFESSIONAL SKILLS AND QUALITIES

Computer Skills

Communication Skills in both Swahili and English Language

Ability to work under pressure

Hard worker

Fast learning

Ability to work in team

Leadership Skills

REFEREES

Miss Neema Timothy, HR Manager China Boda Group

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Mr Danford Luambano, HRO Tanzania Petroleum Development Corporation

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