

Carolina Mukaki Ndege

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PERSONAL INFORMATION

Date of Birth : 8 May 1988
Nationality : Tanzania
Sex : Female
Marital Status : Married
Languages : English and swahili

EDUCATION BACKGROUND

2009 – 2012: Bachelor Degree in Industrial Relations
Institute of Social Works
Dar Es Salaam - Tanzania
Awarded: Bachelor Degree in Industrial Relations

2007 – 2009: Ordinary Diploma in Industrial Relations
Institute of Social Work
Dar Es Salaam - Tanzania
Awarded: Diploma in Industrial Relations

2005 – 2007: Cornelius Girls Secondary School
Dar Es Salaam - Tanzania
Awarded: Advanced Certificate of Secondary Education Examination (ACSEE)

2001 – 2004: Samaritan Girls Secondary School
Mbeya - Tanzania
Awarded: Certificate of Secondary Education Examination (CSEE)

CORE SKILLS AND COMPETENCES

- High communication skills.
- Team player and management.
- Problem Solving Skills.
- Analytical skills.
- Diligence.
- Organisational skills.
- Persuasion

COMPUTER SKILLS AND APPLICATION

Computer literate with proficiency in Microsoft office packages, internet and E-mail.

WORK EXPERIENCE/ EXTRACURRICULAR ACTIVITIES

August 2020 up to September 2022 : Human Resources Officer – Magare company limited (Mechanical, Electrical and Mining Engineering Solutions) -Mwanza

Key roles;

- Timely preparations and submission of monthly payroll to Financial controller.
- Follow up and upgrading monthly NHIF and NSSF Employees status.
- Issuing, reviewing, updating and submission of the Employment Contracts.
- Advising supervisors and other employees on employment laws, policies and procedures.
- Preparing the weekly/monthly department budget.
- Attending and assisting in all Recruitment process.
- Issuing, reviewing and updating employees leave roster.
- Implementing employee performance management as per policy.
- Handling and solving staff grievances as well as disciplinary issues wherever possible.
- Assisting in the process of opening the new employees bank accounts

June 2015 up to December 2017: Administration Officer - Vanco Day Care Center

Key roles;

- Manage school administrative function and lead all support staffs.
- Printing and production.
- Act as a liaison between parents, students and school director.
- Discuss, negotiate and agree school budget.
- Manage the payroll services for all school staffs.
- Manage the school stock taking.
- To ensure the Healthy and safety policy is implemented all times.

August 2014 to December 2014: External Sales – Short term contract- First National Bank (FNB)

Key roles;

- Selling Bank products directly to the customers.
- Opening new customer accounts with the Customer service relations help
- Deposit mobilization and Bank's products
- Prepare daily, weekly and monthly sales report

November 2013 to January 2014: Know Your Customer Remediation Officer - National Bank of Commerce (NBC) Ltd.

- Open customer's accounts on Sybrin System.
- Ensuring that all documentations received from the customers are complete and accurate.
- Identification and Verification of customers.
- Risk assessment of new customers.

May 2013 to October 2013: Personnel Assistant - Tanzania Steel Pipes Ltd – Dar es Salaam

Key role

- Assist HR Manager on issues like planning and submission of contracts, Leave forms, time sheets and work plans.
- Preparing company's payroll.
- Follow up on routine staff medical issues with the Insurance Company (NHIF) i.e. registration forms, medical cards for new members and medical reports.
- Assist the company in safety legislation and regulations.
- Attending and assist in all recruitment process.

RESEARCH/ EXTRA CURRICULAR ACTIVITIES

- Attended and practiced Mediation and Arbitration in the Commission for Mediation and Arbitration (CMA) Dar Es Salaam, Headquarters. September 2011 – December 2011.
- Assessment of Occupational Safety and Health Services based on awareness and problems at the Coca Cola Kwanza Company as my Dissertation, 2012.
- Anti Bribery and Anti corruption general awareness course at National Bank of Commerce (NBC) Limited, 2013.
- Sanctions Training at NBC Limited, 2013.
- Anti Money Laundering policy, compliance and Regime at NBC Limited. 2013.
- Risk assessment of new customers at NBC Limited, 2013.
- Customer Identification and Verification at NBC Limited, 2013.
- Attended WASH training conducted jointly by UN-HABITAT and Coca Cola, 2012

REFERENCES

Diana L. Mdope,
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Mwl Nyerere memorial academy,
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