

# EMANUEL MASONDOLE BARAKA

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## Professional Summary

Dedicated Human Resource Officer and a graduate of a Bachelor's degree in Public Administration, with 2 years of experience managing full cycle recruitment, onboarding and employee relation. Proven track record of improving process and boosting employee satisfaction. Adept and aligning HR strategies with business goals to foster a positive high working work place culture.

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## PROFESSIONAL EXPERIENCE & EMPLOYMENT

### NOVEMBER, 2024 – TO JUNE 2026

**HUMAN RESOURCE OFFICER, SAIFEE HOSPITAL ZANZIBAR LTD**  
**MBUZINI DISTRICT HOSPITAL.**

#### MAIN DUTIES PERFORMED

- Oversees employee's disciplinary meetings, complaints, and investigations in accordance with company policies.
  - Oversees the daily workflow of the departments, by reviewing all monthly rosters and making adjustment to reflect the necessary changes and employment guidelines.
  - Acquainted with the day to day HR tasks such as staff attendance, end of the month payroll, sick days' records, advances requests, training schedule and records management.
  - Conducting reference checks on new employees and volunteers.
  - Assist in conducting employees surveys on aspect of employment and job satisfaction as well as ensure all staff conduct exit interviews.
  - Monitoring staff leave status, ensuring regular updating of the database and the monthly status reports are sent out to HR manager.
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### JULY 2022 –NOVEMBER 2022

**ADMINISTRATIVE ASSISTANT, (PRACTICAL TRAINING).**

**UKEREWE DISTRICT COUNCIL – MWANZA**

#### MAIN DUTIES PERFORMED

Managed to perform the daily duties assigned by the supervisor.

- Great and assist visitors, ensuring a welcoming and professional environment.
- strategic issues
- Provide administrative support to various departments as needed, including filling, data entry and document preparation.
- Assist with scheduling appointments, meetings and conferences.
- Ensuring relevant correspondence and documents are filed and kept properly.
- Administrative support i.e. photographing, scanning and printing.

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## EDUCATION

**NOVEMBER 2020 – OCTOBER 2023.**

**UNIVERSITY EDUCATION LEVEL**

**B.A POLITICAL SCIENCE AND PUBLIC ADMINISTRATION (PSPA),  
UNIVERSITY OF DAR ES SALAAM.**

Awarded a bachelor degree certificate with second class lower division. The examination results were 2 3.0, 3.1 respectively in three years of study.

B.A POLITICAL SCIENCE AND PUBLIC ADMINISTRATION, At the university of Dar Es Salaam Mwalimu Nyerere main campus.

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**JULY 2018 - JULY 2020.**

**ADVANCED EDUCATION LEVEL**

**LINDI SECONDARY SCHOOL**

In a duration of two years, Perused **History, Geography and English Language** in a combination of **HC**  
Awarded an Advanced certificate of secondary education examination (**ACSEE**).

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**JANUARY 2014 – NOVEMBER 2017.**

**SECONDARY SCHOOL EDUCATION LEVEL**

**LUGONGO SECONDARY SCHOOL.**

Attended a four years' secondary school education. Graduated with a division two,  
Awarded a certificate of secondary school education examination (**CSEE**)

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## SKILLS AND COMPETENCIES

- Excellent computer skills with proficiency in MS Office.
- Flexible and open to change
- Cultural intelligence and appreciation of diversity.
- Excellent communication, problem solving and interpersonal skills.
- A team player
- Customer relations

## LANGUAGE

Strong spoken and written English and Kiswahili

## REFEREES

1. EMMANUEL JAMES MASSAWE – Warehouse foremen  
US MISSION TANZANIA  
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