

## **GRASIANA BERNARD TARIMO**

**Dar es Salaam, Tanzania**

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### **PROFESSIONAL SUMMARY**

Experienced Human Resource Officer with over 8 years of experience in payroll administration, recruitment, employee relations, HRIS management, and staff administration. Skilled in handling statutory compliance, payroll processing, employee records management, and HR operations. Proficient in HR systems including ODOO, ORION, and SMART PAY. Strong communication, leadership, and problem-solving abilities with experience working in fast-paced corporate environments.

### **CORE COMPETENCIES**

- Human Resource Management
- Payroll Administration
- Recruitment & Selection
- Employee Relations
- HRIS Management
- Labour Law Compliance
- Performance Management
- Microsoft Office Suite (Excel, Outlook, Word)
- Leadership & Communication Skills

### **PROFESSIONAL EXPERIENCE**

Lake Cement Limited | 2016 – Present

#### **Human Resource Officer**

##### **Responsibilities:**

- Prepare payroll and salary reports.
- Manage recruitment and onboarding processes.
- Prepare and administer employment contracts.
- Generate HR provision reports.
- Operate HRIS systems including ODOO, ORION, and SMART PAY.
- Prepare statutory payments including NSSF, WCF, SDL, NHIF, and HESLB.
- Manage internal staff deductions including transport, meals, milk, tea, and snacks.
- Process staff loans and salary advances.
- Handle terminal benefits and full & final settlements.
- Register new employees in biometric systems.

- Prepare OSHA letters for new employees and exiting staff.
- Support accounting activities including invoice posting and reconciliation.
- Update payroll records and employee salary information.

**Achievements:**

- Awarded Best Employee at Lake Cement Limited.
- Received Long Service Award.

**Kibo Match Group Limited | Aug 2012 – Oct 2012**

**Human Resource Officer (Field Practice)**

Responsibilities:

- Assisted in preparing job descriptions and recruitment procedures.
- Supported recruitment and selection activities.
- Assisted in manpower planning.
- Administered payroll activities.
- Maintained and updated employee records.

**EDUCATION**

- Bachelor of Arts in Public Administration and Management (BA-PAM)  
Stefano Moshi Memorial University College (2013)
- Advanced Certificate of Secondary Education – Iringa Girls Secondary School –  
2005
- Certificate of Secondary Education – Kisale Secondary School -1998

**CERTIFICATIONS & AWARDS**

- Best Employee Award – Lake Cement Limited
- Long Service Award – Lake Cement Limited
- OSHA Health and Safety Representative Certificate
- Entrepreneurship and Customer Care Seminar Certificate

**LANGUAGES**

- Swahili – Fluent
- English – Fluent

**REFEREES**

- Sophia G. Mkassi - Human Resource Manager – Lake Cement Ltd.  
Phone: +255 717 451 121 | Email: [sophymkassy@gmail.com](mailto:sophymkassy@gmail.com)

- Amina Siwa – Snr. Human Resource Officer, Lake Cement Ltd.  
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- Benedict Kimbusu - Human Resource Officer – Lake Cement Ltd.  
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