

Kallaghe Juma Kallaghe

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Human Resource Officer

Resume Summary

Human Resource Officer with over 3 years of experience in employee relations, recruitment, performance management, and office administration. Skilled in optimizing workforce productivity, cultivating a positive workplace culture, and ensuring full compliance with labor laws. Successfully achieved a reduction in time-to-hire, an increase in new-hire retention, and a boost in employee satisfaction through targeted HR strategies. Committed to driving organizational success by aligning HR initiatives with business objectives and fostering continuous improvement.

Skills

- HRIS Management
- Talent Acquisition Platforms and Job Boards
- Performance Management Systems
- Data Analytics
- Problem Solving & Decision making
- Employee Relations
- Labor Law Compliance
- Office Administration
- Customer service
- HR Metrics & Reporting

Working Experience

Human Resource Officer

September 2025- Present

Kilombero Sugar Company Limited- Morogoro, Tanzania

- Coordinate recruitment, talent, learning and development, performance management, and IR activities.
- Ensure accurate capturing, management, and maintenance of HR information.
- Effectively tracked and managed employee movements, ensuring accurate and up-to-date HR records.
- Ensure organization structure and manpower needs are up to date.
- Organized and delivered employee engagement events, such as long-service awards and off-crop functions, contributing to improved morale and employee satisfaction.
- Assisted in preparing HR dashboards and management reports, ensuring timely, accurate data to support business and workforce planning.
- Mediate and resolve employee relations issues, strengthening workplace harmony.
- Ensured precise execution and approval of personnel action forms, maintaining accurate employee records.

- Coordinated employee contract administration and onboarding processes to maximize successful integration of new employees.
- Maintained strict compliance with data protection laws to safeguard employees and company data.

Human Resource and Administration Officer

October 2024– September 2025

Keeway Motors Company Limited – Dar es Salaam Tanzania

- Instituted disciplinary procedures, reducing workplace incidents and fostering a safer, more organized environment.
- Streamlined payroll processing by enhancing attendance tracking, ensuring reliability and efficiency.
- Orientation to new staff members to maximize effective integration.
- Achieved full office supply availability through improved procurement planning and controls.
- Streamlined internal and external communication, ensuring timely responses and clear information flow.
- Ensured compliance with business license renewals and fire safety inspections, avoiding penalties.
- Managed administrative records with accuracy, improving document retrieval efficiency.
- Updated and maintained contracts, personnel files and HR documentation with accuracy ensuring operational efficiency and regulatory compliance.
- Produced and managed official correspondence, reports, and presentations, maintaining high standards of accuracy and professionalism.
- Strengthened attendance, leave, and overtime tracking, resulting in more accurate records and improved productivity.
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Human Resource and Administration Officer

September 2023– September 2024

Goodwill Tanzania Ceramic Company Limited – Pwani Tanzania

- Mediated and resolved five employee relations issues, including complaints and harassment cases, strengthening workplace harmony.
- Enforced compliance with Tanzanian labor laws by advising management on legal obligations.
- Revamped the HR system and employee database with accuracy and streamlined record access.
- Assisted management with high-priority projects, improving administrative task completion.
- Coordinate recruitment, performance management, and IR activities.
- Accurately executed personnel action forms, ensuring proper approvals and full compliance with HR policies and procedures.
- Strengthened internal and external communication, improving response time.
- Upgraded attendance tracking systems, achieving accuracy and boosting productivity through precise monitoring of attendance, leaves, and overtime.
- Designed and implemented secure personnel filing system, ensuring compliance with data protection standards and improving retrieval times.
- Streamlined payroll processing by enhancing attendance tracking, ensuring reliability and efficiency.
- Instituted disciplinary procedures, reducing workplace incidents and fostering a safer, more organized environment.

**Assistant Human Resource Officer,
Part-time**

Jan 2022 - Jan 2023

Ground Swift Transport – Dar es Salaam, Tanzania

- Maintained accurate and up-to-date employee records.
- Resolved employee relations issues, improving satisfaction and retention.
- Processed payroll and administered benefits for 60+ employees.
- Supported performance evaluations to enhance transparency and engagement.
- Facilitated staff training sessions, increasing team efficiency.

Education

Bachelor of Public Administration - Mzumbe University, Dar es Salaam

Diploma in Local Government Administration and Management - Local Government Training Institute, Dodoma

Languages

Language	Proficiency Level
Kiswahili	Native
English	Advanced

Referees

MR EMMANUEL MWAKIBINGA

Senior Human Resource Officer at Goodwill (T) Ceramic CO. LTD

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MR HIRAD KIKOTI

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MR CHACHA NYAMHANGA

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