

YUSUPH BENJAMIN MASAMAKERI

P.O. Box 176, Mugumu – Serengeti, Tanzania
Phone: +255 789 114 360 | +255 747 404 747
Email: masamakeriyusuph@gmail.com

PROFESSIONAL SUMMARY

Results-driven Human Resources Professional with over 4 years of progressive experience in construction and mining project environments. Strong expertise in recruitment, employee relations, payroll administration, statutory compliance (NSSF, WCF), and HR operations management. Proven ability to manage site-based workforce while ensuring compliance with Tanzanian labor laws and HSE standards. Dedicated to promoting safe, productive, and compliant work environments within the construction sector.

HIGHLIGHT OF SKILLS

- **Bilingual Communication:** Excellent written and oral communication skills in English and Swahili.
- **Adaptable and Efficient:** Fast learner with the ability to thrive under pressure and meet deadlines
- **Problem-Solver:** Strong problem-solving and conflict resolution abilities.
- **Organized and Detail-Oriented:** High level of organizational and time-management skills.
- **HRE xpertise:** Familiarity with Tanzanian labor laws and HR best practices.
- **Discretion Assured:** Ability to maintain confidentiality and handle sensitive information discretion.
- **Tech-Savvy:** Proficient in HRIS(Human Resource Information System)and other HR software.
- **Recruitment Expertise:** Skilled in sourcing,attracting,and selecting top talent.
- **On-boarding Pro:**Adept at designing and implementing effective on-boarding programs.
- **Performance Management Master:** Proven ability to develop,implement,and track performance management systems.
- **Employee Relations Champion:** Skilled in fostering positive employee relations and resolving workplace conflicts.
- **Training and Development Guru:** Experienced in developing and delivering training programs to enhance employee skills

PROFESSIONAL ACHIEVEMENTS

- Successfully supported HR operations for large-scale project sites with workforce of 150+ employees.
- Ensured 100% compliance with Tanzanian Labour Laws, OSHA regulations, NSSF, and WCF requirements.
- Improved payroll accuracy through effective time-sheet verification and overtime tracking.
- Reduced employee grievances through proactive conflict resolution and employee engagement initiatives.
- Implemented structured on-boarding programs improving employee integration and productivity.
- Strengthened documentation systems, ensuring audit readiness and contract compliance.
- Supported workforce planning and manpower mobilization in collaboration with project management.
- Promoted workplace safety by aligning HR practices with HSE standards and site regulations.
- Gained mining HR exposure in a large-scale gold mining environment.

EDUCATION

- Bachelor's degree in Human Resources Management, The Mwalimu Nyerere Memorial Academy, 2019
- Certificate Advanced level, Igunga Secondary School,2012
- Certificate of Secondary School Education, Nyambureti Secondary School, 2012
- Certificate of primary School Education,Maburi Primary School,2009

WORKING EXPERIENCE

Shandong Liquao Group Co,Ltd.

Human Resources Officer.(May 2025-To Date)

- Managed end-to-end recruitment and selection processes including job advertising, shortlisting, interviewing, and on-boarding of new employees.
- Maintained and updated employee records in compliance with company policies and labor laws.
- Administered payroll inputs, leave management, attendance tracking, and employee benefits.
- Ensured compliance with labor legislation, company policies, and mining industry regulations.
- Coordinated employee training and development programs to enhance workforce productivity and safety awareness.
- Handled employee relations matters including grievances, disciplinary procedures, and conflict resolution.
- Supported performance management processes including appraisals and performance improvement plans.

- Assisted in the development and implementation of HR policies and procedures.
- Prepared HR reports for management including workforce statistics and turnover analysis.
- Promoted workplace health, safety, and welfare in collaboration with HSE teams.
- Responsible for site staff files records management,including personnel files and employment contracts.
- To perform other duties assigned by the project manager

WORKING EXPERIENCE

China Petroleum Pipeline Engineering Co, Ltd

Human Resource Officer

(Jan 2023-March 2024)

- To conduct employee induction training and contract signing.
- To attend to employee grievances.
- To Managing employee information system.
- To interpret various regulations to staff.
- To manage employee contracts
- To handle pension and terminal benefits schemes.
- To Track probation periods of employees.
- To handle labor relation matters at work place.
- To managing recruitment activities.
- To initiate staff requirements for the department.
- To compile training plans and programs.
- To prepare work permit.
- To prepare Job Description and advertisement.
- To Register overtime information's
- To follow-up monthly assessments
- To prepare employees payroll and NSSF employee's contributions.
- To perform other duties assigned by the project manager

China Civil Engineering Construction Corporation(CCECC)

Human Resource Officer

(Jan 2020-Dec 2023)

- Developed and delivered comprehensive induction training programs,ensuring a smooth transition for new hires.
- Managed contract signing procedures for a seamless on-boarding experience.
- Implemented and maintained an efficient employee information system,guaranteeing accurate and up-to-date employee data.
- To prepare employees payroll and NSSF employee's contributions.
- Provided clear guidance and support to employees regarding pension and terminal benefits schemes.
- Attracted and selected top talent to meet project needs through effective recruitment activities.
- Effectively communicated complex regulations to staff,fostering a clear understanding and-adherence to company policies.
- Monitored employee probation periods,guaranteeing completion of all requirements for a smooth transition into permanent roles.

Acacia North Mara Gold Mine

Human Resources Officer Intern.

(Intern-7/2018-11/2018)

- Spearheaded all aspects of the HR life cycle,including recruitment,training &development,and employee relations,to foster a strong and productive workforce.
- Developed and implemented a comprehensive on-boarding program,alongside effective training initiatives,leading to improved employee retention and engagement.
- Addressed employee concerns and fostered a culture of open communication,resulting in a harmonious work environment.
- Authored compelling job descriptions and advertisements,attracting top talent and streamlining the recruitment process.
- Maintained accurate employee records by efficiently processing work and residence permits,while adhering to all labor laws.
- Processed various forms for sick leave,vacation time,salary advances,and benefits administration,ensuring smooth day- to-day operations.
- Consistently exceeded expectations by completing assigned tasks with a proactive approach,providing valuable support for day-to-day HR operations.

HR SUPERVISOR SKILLS AND QUALIFICATIONS

- Leadership skills
- Communication skills
- Documentation development
- Self-management
- Employee management
- Conflict management

LANGUAGES

- Swahili
- English

INTERESTS

- Meeting new People Learning new things
- Engineering works
- Environmental prospective
- Social-Development changes on helping community
- Involved to conduct research in career development
- Watching News, and Sports
- Reading books and studying
- Learning new environment
- Meeting new people and Exchanging ideas and helping others.

KNOWLEDGE AND COMPETENCE

- Employment and Labor law act 2004
- Workers Compensation Fund 2008(Revised 2015)
- OSHA Act No.5 of 2003
- The National Social Security Fund Act [CAP.50.RE 2018]
- Computer application on MS Word,PPT,Excel

PERSONAL ATTRIBUTES

Efficient communicator with excellent written and oral communication skills,English and Swahili

- Willingly to learn and fast learner.Capacity to work under pressure,to meet deadlines as well as multi-tasking.
- Able to plan,work independently and to perform with minimal supervision.
- Driving skills
- Good team player working with groups Flexible
- Familiarity with Tanzanian labor laws and HR best practices.
- Ability to maintain confidentiality and handle sensitive information.
- Strong problem-solving and conflict resolution abilities.
- High level of organizational and time-management skills.
- Proven experience in developing and implementing HR strategies,policies,and programs.

REFEREES

Denis Sanchawa
Assistant lecture,
Public administration
The Mwalimu Nyerere Memorial Academy,
dsanchawa@gmail.com

Baraka Isaack
Human Resources Manager,
China Civil Engineering Construction Corporation
P.O.Box 422,Mwanza
Mobile:0693127811
Email:barakaisack12@gmail.com

Chaina Chacha Maswe
Principal Actuarial Officer,
PSSSF,DODOMA
Phone:+255787303038
Email:chachachaina@gmail.com

THE MWALIMU NYERERE MEMORIAL ACADEMY
(Accredited by the National Council for Technical Education)



NATIONAL TECHNICAL AWARD (NTA)

It is hereby certified that
Tis herelbyeerlijied na

Yusuph Benjamin
eyuisuph, eryami

with registration No. **MNMA/BD.HRM/0163/15**

has been awarded a

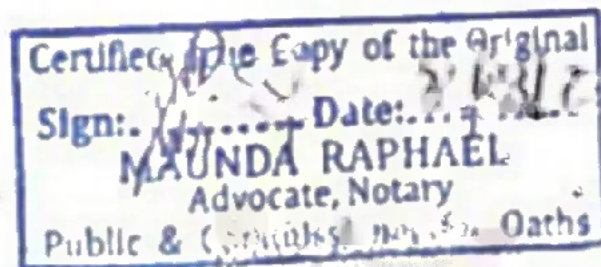
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after having fulfilled all requirements for NTA Level 8

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Deputy Rector-Academic



Rector



BD.HRM000513

THE MWALIMU NYERERE MEMORIAL ACADEMY

Phone:+255-(0)22-2820041
Fax:+255-(0)22-2152496
Email:mnma@mnma.ac.tz



P.O BOX9193
DAR ES SALAAM
<http://www.mnma.ac.tz>



TRANSCRIPT OF EXAMINATIONS RESULTS

AWARD HOLDER: Yusuph Benjamin	SEX: M	REGNO. : MNMA/BD. HRM/0163/15
CITIZENSHIP: Tanzanian	ADDRESS: P. O. BOX176 MUGUMU-SERENGETI	
BIRTH DATE: 1992-08-26	ADMITTED: 2015/2016	COMPLETED: 29-11-2019
CAMPUS: Dar-es-Salaam	DEPARTMENT: Social Studies	
NAME OF PROGRAMME: Bachelor Degree in Human Resource Management		
AWARDS LEVEL: NTALEVEL8 (Programme Accredited by the National Council for Technical Education)		
SPONSOR: GVT		

FIRST YEAR EXAMINATIONS RESULTS:2015/2016-Semester1

Code	Module Name	Credits	Grade	Points	GPA
SSU 07104	Organization Behaviour	11	B+	44	
SSU 07102	Principles of Human Resource Management	14	A	70	
SSU 07106	Staffing and Employee Selection	13	A	65	
SSU 07103	Business Mathematics and Statistics	09	A	45	
EDU 07112	Communication Skills	10	B	30	
ESU 07101	Introduction to Computer Application	09	B	27	
SSU 07105	Corporate Governance and Ethics	11	B+	44	
Sub-total		77		325	4.2

FIRST YEAR EXAMINATIONS RESULTS:2015/2016-Semester11

Code	Module Name	Credits	Grade	Points	GPA
SSU 07209	Principles of Entrepreneurship	09	B	27	
SSU 07207	Human Resource Information System	11	C	22	
SSU 07211	Principles of Management	12	B	36	
SSU 07210	Reward System and Performance Management	13	B	39	
SSU 07208	Principles of Business Finance	11	B+	44	
SSU 07212	Public Relations and Customer Care	10	C	20	
Sub-total		66		188	2.8

SECOND YEAR EXAMINATIONS RESULTS:2016/2017-Semester1

Code	Module Name	Credits	Grade	Points	GPA
SSU 07313	Leadership and Organizational Success	11	B	33	
SSU 07314	Managing Business Organisation	10	B+	40	
SSU 07315	Principles of Economics	08	A	40	
SSU 07317	Labour Laws	12	B+	48	
SSU 07316	Human Resource Planning	13	B+	52	
SSU 07318	Principles of Good Governance	08	B	24	
Sub-total		62		237	3.8

SECOND YEAR EXAMINATIONS RESULTS:2016/2017-Semester

Code	Module Name	Credits	Grade	Points	GPA
SSU 07420	International Human Resource Management	10	B+	40	
SSU 07422	Labour Relations	13	C	26	
SSU 07421	Research Methodology	10	B	30	
SSU 07419	Gender Perspective in Management	14	B+	56	
SSU 07423	Field Practical Training	10	B+	40	
Sub-total		57		192	3.3

EXAMINATIONS RESULTS CONTINUE

THIRD YEAR EXAMINATIONS RESULTS:2017/2018-Semester1

Code	Module Name	Credits	Grade	Points	GPA
SSU 08105	Principles of Administrative Law	9	C	18	
SSU 08101	Management Organizational Structure and Change	10	B	30	
SSU 08103	Interpersonal and Supervisory Skills	11	B	33	
SSU 08106	Strategic Human Resource Management	12	B	36	
SSU 08104	Corporate Strategic Management	12	B	36	
SSU 08102	Managing Group Organizations	11	B	33	
Sub-total		65		186	2.8

THIRD YEAR EXAMINATIONS RESULTS:2017/2018-Semester11

Code	Module Name	Credits	Grade	Points	GPA
SSU 08211	Staff Motivation	14	B	42	
SSU 08208	Risk Management	08	C	16	
SSU 08209	Conflict Management in Organisation	08	C	16	
SSU 08207	Supply Chain Management	11	B	33	
SSU 08212	Research Project	11	B	33	
EDU 08210	History of South Africa	6	C	12	
Sub-total		58		152	2.6

OVERALL G.P.A.:3.3

CLASSIFICATION: Lower Second Class

WO
Depbty Rector Acadernics

22.03.2020
Date

##
Examination Officer

#####END OF TRANSCRIPT #####

1. The Transcript will be valid only if it bears the institution Seal
2. Key for Course Units: ONE CREDIT IS EQUIVALENT TO 10 NOTIONAL HOURS.
POINTS=GRADE POINTS MULTIPLIED BY NUMBER OF CREDITS.
3. Key to the Grades and other Symbols for Institute Examinations: SEE THE TABLE BELOW

Grade	A	B+	B	C	D	F
Marks	70-100%	60-69%	50-59%	40-49%	35-39%	0-34%
Grade Points	5	4	3	2	1	0
Remarks	Excellent	Very Good	Good	Satisfactory	Poor	Failure

4. Key to Classification of Awards: SEE THE TABLE BELOW

NTALLEVEL7-8		NTA LEVEI6		NTALEVEL5	
Overall G.P.A.	Class	Overall G.P.A.	Class	Overall G.P.A.	Class
4.4-5.0	FIRST CLASS	4.4-5.0	FIRST CLASS	3.5-4.0	FIRST CLASS
3.5-4.3	UPPER SECOND	3.5-4.3	UPPER SECOND	3.0-3.4	SECOND CLASS
2.7-3.4	LOWER SECOND	2.7-3.4	LOWER SECOND	2.0-2.9	PASS
2.0-2.6	PASS	2.0-2.6	PASS		

The National examinations Council of Tanzania



Advanced Certificate of Secondary Education

This is to certify that

YUSUPH BENJAMIN

Index No.

S0713-0558

sat for the Advanced Certificate of Secondary Education Examination

at

IGUNGA SECONDARY SCHOOL

in AY

2015

and qualified for the award of this

CERTIFICATE at

CREDIT

level

after attaining the following performance:-

Subject	Grade
GENERAL STUDIES	D (PASS)
HISTORY	B (PASS)
GEOGRAPHY	B (PASS)
BASIC APPLIED MATHEMATICS	E (UNSATISFACTORY)
ECONOMICS	C (PASS)
*****	*****

Chairperson

Certified as a True Copy of the Original
10/06/2018
STEPHEN MBOJE
Advocate, Notary Public & Commissioner for Oaths
14.1.1.2018

Executive Secretary

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The National examinations Council of Tanzania



YUAN

Certificate of Secondary Education

This is to certify that YUSUPH BENJAMIN

Index No.S3582-0037

sat for the Certificate of Secondary Education Examination
at NYAMBURETI SECONDARY SCHOOL in oCTOBER 2012
and qualified for the award of a

CERTIFICATE OF SECONDARY EDUCATION

元

in Division THREE
after attaining the following performance:-

Subject	Grade
CIVICS	D (PASS)
HISTORY	C(PASS)
GEOGRAPHY	C (PASS)
KISWAHILI	D (PASS)
ENGLISH LANGUAGE	D (PASS)
PHYSICS	F (FAIL)
CHEMISTRY	D (PASS)
BIOLOGY	C (PASS)
BASIC MATHEMATICS	C (PASS)
*****	*****

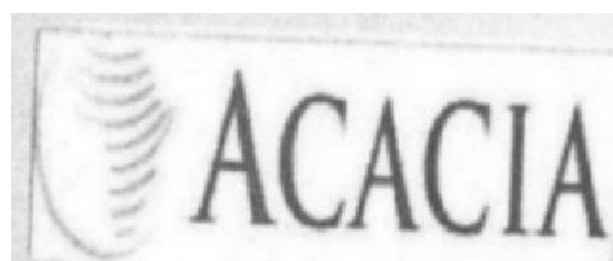
Chairperson

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Executive Secretary

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Certificate of Completion

NORTH MARA GOLD MINE LIMITED

This is to certify that
Yusuph Benjamin

14.12.2018

has completed the Industrial Practical Training at North Mara Gold Mine

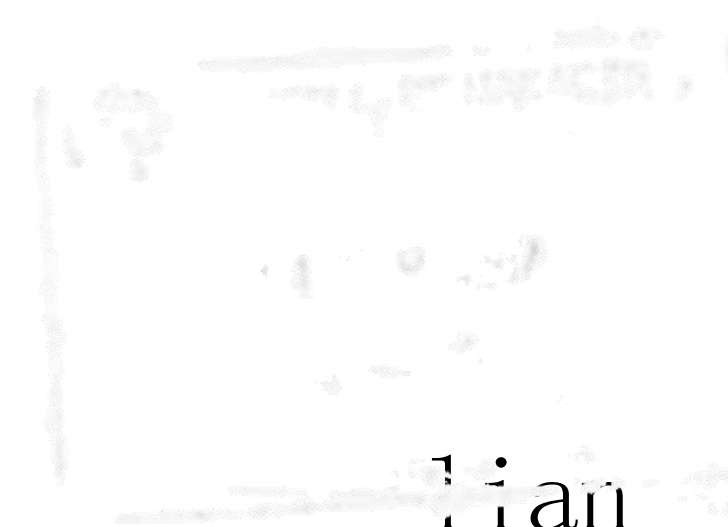
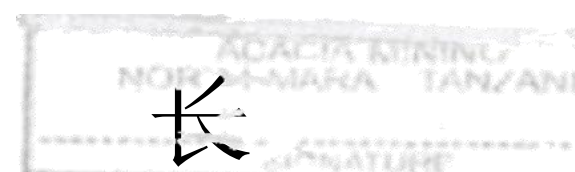
Focus Areas Covered:

- ◆ Human Resource Function
- Human Resource Information System
- ◆ Human Resource Payroll System
- ◆ Industrial Relation and Employee Relations
- ◆ Human Capital Development
- Health and Safety

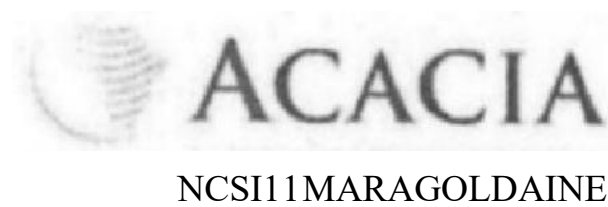
Duration: 20th July to 13th September 2017

TRAINER

Human Capital Development Section Peader
North Mara Gold Mine Limited



Organizational Effectiveness Manager
North Mara Gold Mine Limited



NORTH MARA GOLD MINE

CERTIFICATE of ATTENDANCE

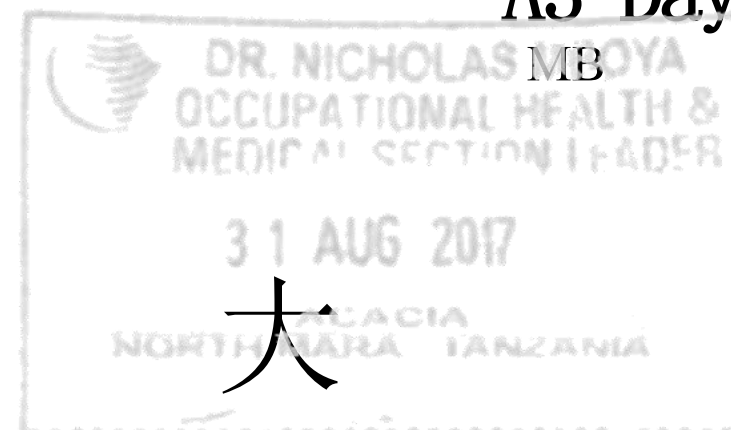
西

This is to certify that:

Yusuph Benjamin

Has successfully attended and completed

A3 Days Basic First Aid Training on 23rd to 25th Aug, 2017



Occupational Health Section Leader



REUBENE. NGASARU
HSE MANAGER

31 AUG 2017

eAIAM
NORTDR NIA

3HSManager

"Every Person Going Home Safe and Healthy Everyday certificate Number:0372 Expiry Date:25thAug,2019"



North Mara



Certified as a True Copy of the Original
STEPHEN MBOJE
Notary Public
4/11/2018

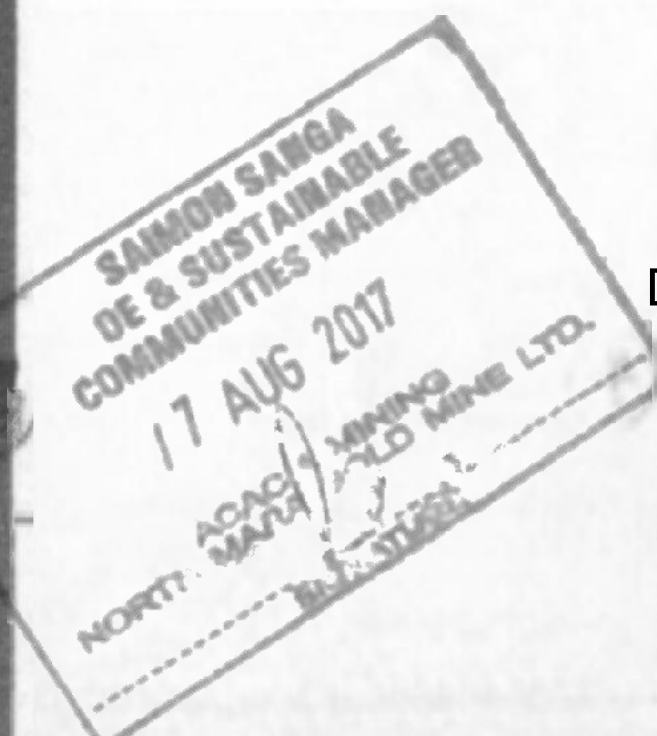
Contract of commitment

Awarded to

Yusuph Benjamin

"By joining us on this journey towards our vision of we CARE, you have demonstrated I CARE"

"When was the last time you saved somebody's life?"



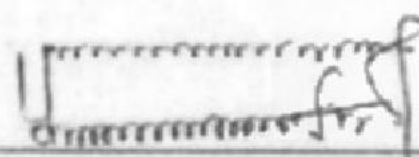
Date Issued 16/08/2017

ACTING OCCUPATIONAL HEALTH
& SAFETY SECTION LEADER

16 AUG 2017

OHS Section Leader




Employee

Certificate Number 2336

Certificate of Completion

This certificate is awarded to

Yusuph Benjamin

For attending and completing the **Basic Fire Fighting Course** at
North Mara Gold Mine Limited 25 August, 2017

OE & SUSTAINABLE
COMMUNITIES MANAGER
NORTH MARA GOLD MINEL

ORGANIZATIONAL EFFECTIVENESS MANAGER

OCCUPATIONAL HEALTH AND SAFETY SECTION LEADER
Signature

06 SEP 2017

NORTH MARA

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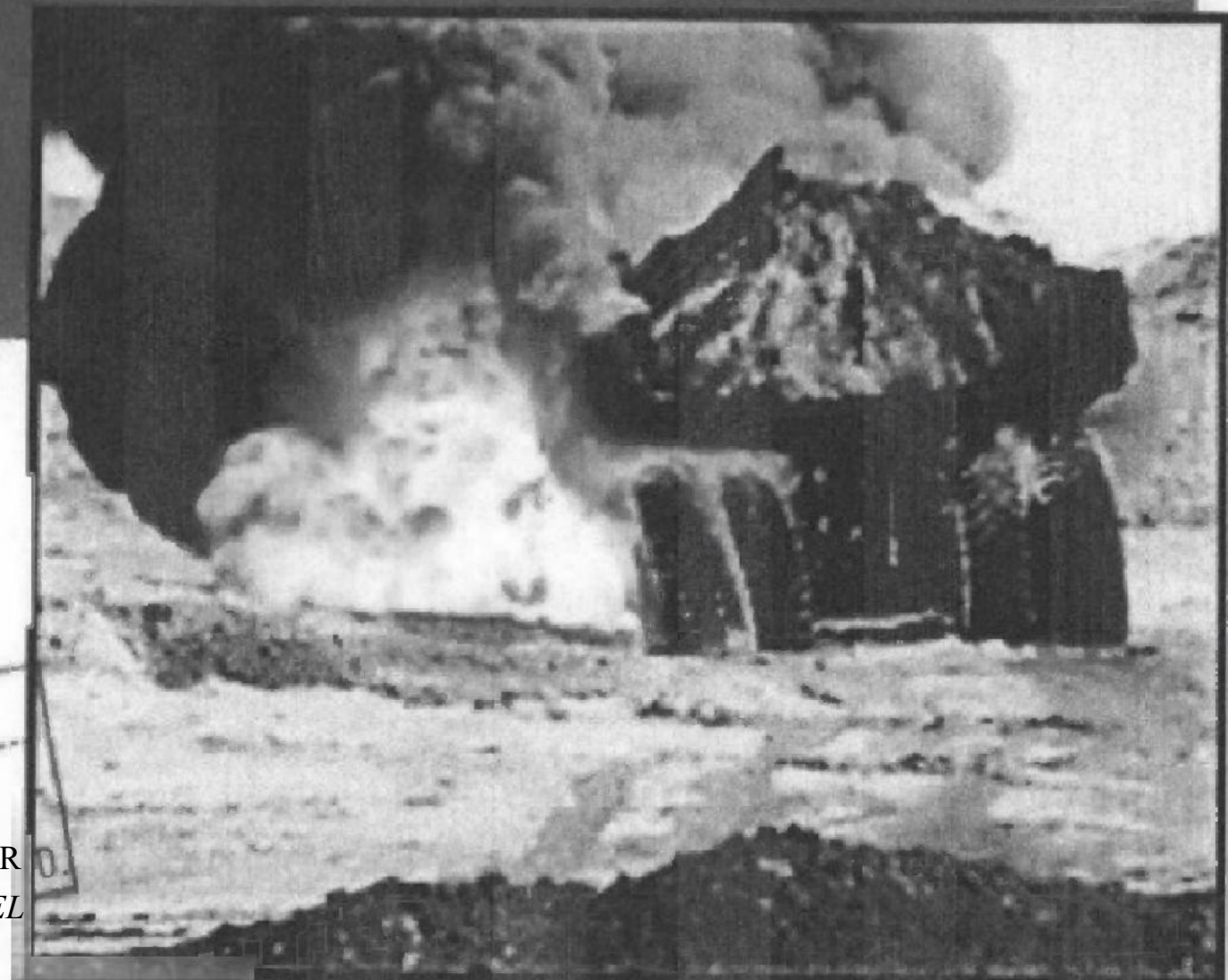
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Number:

1361



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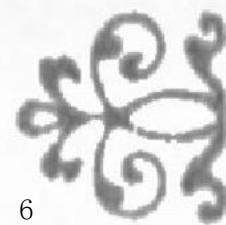
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Certified as a True Copy of the Original
STEPHEN MBOJE
Advocate, Notary Public & Commissioner for Oaths
14/11/2018

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中国土木工程集团有限公司

SA(TVIL.F, INIKING CoSIRI CnoxCORIORA no



中国铁建股份有限公司

CHINA RAILWAY CONSTRUCTION CORPORATION LIMITED

P.O.Box:11221,Dares Salaam,Tanzania Email:sgr.cr15g@gmail.com
Tel:(+25522)2602288 Fax:(+25522)2602199
Address:429 MahandoStreet,Masaki, Dar es Salaam,Tanzania

Our Ref:CCECCICRCCL/HR/0269 Date:23dAugust 2022

**To:Yusuph Benjamin,
Human Resource Officer,
P.O.Box 110,
LuhumboDidia Camp.
Shinyanga Tanzania.**

RE: Termination of Service.

Refer to the Notice given to you on 19th August 2022.

Following the end of the specific task contract you were doing the company has no choice accept to terminate your contract in accordance with section(S.41(b)(i)and 42 of the Employment and Labour Relation Act(ELRA)2019.

Since your agreement was for specific task contract commenced from 12nd December 2020 up to 23August 2022 your task has been completed in that situation the employer has no other option than to terminate your specific task contract until other task if available we will contact you.

So from today 23August 2022 you are no longer our employee for a specific task contract.

We give priority to our gratitude for the good specific task you have done and we will not hesitate to call you again if we got another task suitable for you.

Contact Human Resource Officer for further instruction.

Yours

Human Resource Officer



中国土木工程集团有限公司



中国铁建股份有限公司

CHINA RAILWAY CONSTRUCTION CORPORATION LIMITED

CHIACTVL

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P.O.Box: 11221, Dares Salaam, Tanzania Email: sgr.cr15g@gmail.com

Tel: (+25522) 2602288

Fax: (+25522) 2602199

Address: 429 Mahando Street, Masaki.

Dar es Salaam, Tanzania

Our Ref: CCECC/CRCCL/HR/0269

Date: 23 August 2022

To: Yusuph Benjamin,

Human Resource Officer,

P.O.Box 110,

Luhumbo Didia Camp.

Shinyanga Tanzania.

Re: Certificate of Service.

Name: Yusuph Benjamin.

Gender: Male.

Position: Human Resource Officer.

Commencement Date: 12 December 2020.

Date of Leave: 23 August 2022.

Reason for leave: End of the contract.

General Evaluation: Good.

