

ANDREW HEBEL MWASENGA

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Nationality: Tanzanian | Marital status: Married | D.O.B: 15/01/1993

Profession: HR & Administration

PROFESSIONAL SUMMARY

I am highly skilled and experienced administrative professional with proven track record of success in fast-paced, demanding environment. My core strengths include ability to work effectively under pressure, communicate clearly and concisely, and consistently go above and beyond to meet the needs of my clients and colleagues. I am also highly motivated and result-oriented individual with strong work ethic and commitment to excellence.

WORKING EXPERIENCE

I. April 2024 – Present

Position: HR and Admin Supervisor .

Employer: R.V. Exports limited

Sub Companies;

- **Veggie Foods Limited**
- **Afrinexus Logistics Limited**
- **Zenda Logistics Limited**
- **Future Agro Pro Limited**

Major Responsibilities and accomplishments.

- Update and maintain renewals of insurance of all company vehicles and properties by ensuring that all insurances are adequately covered and active.
- Administer and update all lease agreements by ensuring all lease agreements are updated and follow-up on the payments promptly upon due dates.
- Assisting in renewal of Work and Resident permits for Non-expatriates.
- Promoted workplace safety and wellness programs and initiatives, creating a healthier environment for employees.
- Enhanced employee engagement through launching activities like employee surveys, recognitions programs and team building activities.
- Efficient payroll and benefits administration by ensuring accurate and timely payment and compliance with regulatory requirements.
- Strengthened compliance and record keeping, ensured accurate record keeping and compliance with HR regulations, reducing legal risks.

II. September 2023 – April 2024

Position: Corporate Relations and Marketing Representative

Employer : Apollo Medical Centre

Major Responsibilities and accomplishments

- Having meetings with the health insurance companies to strategize on how to get new insurance and more packages.
- Meeting cooperate company to strategize on how they can register the employees with hospital's medical packages.
- Visit the neighborhood dispensaries & and polyclinics to strategize on how they can refer their patients to us for the services they do not provide.
- Coordinate with the media companies and AMC professionals whenever there is a health talk.
- Coordinate the AMC internal & and external camps
- Coordinate with the internal marketing representative and customer care representative
- Built strategic partnership, established partnership with health care providers, insurers and other stakeholders, expanding organization network and fostering collaborative opportunities.
- Enhanced brand visibility, developed marketing campaigns that significantly increased brand awareness and improved organization's reputation within the health industry.
- Increased patients engagement, launched targeted engagement programs to educate patients about services, resulting into higher patients loyalty and engagement.
- Optimized digital marketing efforts, leveraged digital platforms including social media, email campaigns to reach a broader audience and increase online engagement.

III. April 2021 - August 2023

Position: Operations and Administrative Officer

Employer: KYS Investment and General Supply

Major Responsibilities and accomplishments

- Effectively managed branch operations and personnel.
- Oversaw stock control and inventory management..
- Monitored and maintained financial accounts for branches.
- Ensured compliance with all applicable tax regulations and licensing requirements.
- Processed internal and external payments.
- Accurately tracked and recorded daily expenses.
- Coordinate HR projects (meetings, training, etc.) and take minutes
- Maintaining employees' records (attendance, data) according to policies and legal requirements.
- Enhanced vendor relationships. Built strong relationships with suppliers and vendors, negotiating better terms

IV. May 2019 - February 2021

Position: Assistant Registration Officer

Employer: Registration Insolvency and Trusteeship Agency (RITA)

Major Responsibilities and accomplishments

- To conduct searches of registered marriages from the register
- To register Adoptions in the adoption register
- To check the correctness of returns of births and deaths
- To register marriages in the register
- To keep records relating to marriage conciliation boards
- Dispatch certificates to the customers
- To maintain registers of births, deaths, marriages and divorces

V. April 2018 - May 2019

Position: Research Assistant

Employer: Foundation For Civil Society Organization:

Major Responsibilities and accomplishments

- Collecting and gathering information about safety and peace keeping in Mtwara Region.
- Managed to collect details on safety of the people and some conflicts that occur in the community.

EDUCATION BACKGROUND

- **2014 – 2017**

University of Dar es Salaam (UDSM)

Bachelor's degree, Political Science and Public Administration

- **2012 – 2014**

Alpha high school

Advanced Secondary Education Certificate

- **2008 – 2011**

Alpha high school

Ordinary Secondary Education Certificate

KEY PROFESSIONAL QUALIFICATIONS AND EXPERIENCE

- Good communication skills
- Marketing skills
- Decision making skills, creative problem solving, advocacy and networking.
- Proficient in Microsoft Office Application, QuickBooks and Smartduka Pro.
- Good organizational and multitasking skills which include the ability to set job priorities and work under pressure
- Easy to adapt the new technique to safety and logistics

OTHER AWARDS

- Certificate Of Appreciation - Apollo Medical Centre
- Certificate of Appreciation - Breast cancer awareness marathon (ocean road cancer institute)
- Certificate Of Appreciation. - Apollo Medical Centre volunteering at Diabetes Screening Camp held at Apollo Medical Centre on 14th November 2023 in commemoration of World Diabetes Day.

REFERENCES

1. Hans Emmanuel Swai

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2. Salma Sallam

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CERTIFICATION

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications-and my experience as well as expertise.

FULL NAME: Andrew Hebel Mwasenga **DATE:** 01/01/2025.