

SAMSON ABRAHAM MOLLEL



HR SPECIALIST

I am experienced, motivated individual and team player, with a comprehensive of more than 5 years' career experience in planning, managing employees, oversee well-organized and efficient HR operations by balancing organizational targets with compliance and employee demands. Solid background of improving collaboration and consensus across different company environments having practiced in various organization and company such as; Arusha International Conference Centre (AICC), CASEC, SOS children's village organization, BNBM Building Material Industries (T) Limited, and Azampay Tanzania Limited..

✉ samson123abraham@gmail.com

☎ 0679619625, 0782232152

📍 Dar es Salaam, Tanzania

🚩 TANZANIAN

WORK HISTORY

08/2022 - Current (1 year & 6 months)

HUMAN RESOURCE AND ADMINISTRATION SPECIALIST

AZAMPAY LIMITED | DARESALAAM, TANZANIA

09/2019 - 08/2022 (3 years)

HUMAN RESOURCE AND ADMINISTRATION OFFICER

BNBM INTERNATIONAL CORPORATION DARESALAAM,
KIBAHA (Gypsum Board Factory)

08/2018 - 08/2019 (1 year)

HUMAN RESOURCE INTERN

SOS CHILDREN'S VILLAGE TANZANIA | DARESALAAM,
KINONDONI

08/2017 - 10/2017

HUMAN RESOURCES AND REGISTRY - FIELD WORK

CASEC -TANZANIA | ARUSHA, NJIRO

DUTIES, RESPONSIBILITIES AND SUCCESS

Recruitment and Staffing:

- Lead the recruitment process over 600 employees, including job posting, candidate selection, and interviewing.
- Develop effective strategies for talent acquisition and onboarding.

Employee Relations:

SKILLS

- Payroll management
- Reconciliations and report analytics
- Microsoft Office expertise
- Staff development and Talent management
- Resource planning
- Conflict resolution
- Presentation Skills.
- Excellent Life and Interpersonal Skills.
- Good Communication Skills – Fluent in both Swahili and English.

EDUCATION

- **2016-2019** Bachelor Degree in Human Resources Management - Mwalimu Nyerere Memorial Academy
- **2014-2016** Advance Level Secondary Education - Edmund Rice Sinon Secondary School.
- **2013-2014** Ordinary Secondary Education - Arusha SOS Hermann Gmeinner Secondary

AWARDS ANDS CERTIFICATE

- **Chief Human Resources Of The Year 2023** – (Top 100 Executive List Awards 2023)

- Foster a positive work environment by addressing employee concerns and resolving disputes by 85%.
- Promote employee engagement by 80% and job satisfaction through various initiatives.

Training and Development:

- Oversee employee training and development programs to enhance skills and knowledge by 89%.
- Identify training needs and coordinate learning opportunities.

Compensation and Benefits:

- Manage compensation packages, benefits, and ensure compliance with labor laws.

Performance Management:

- Set performance goals and conduct regular performance reviews by 85%.
- Provide constructive feedback to employees to improve their performance.

Compliance:

- Ensure the organization complies with labor laws, regulations, and workplace safety standards.

Employee Records and Documentation:

- Maintain accurate employee records, including contracts and agreements.
- Handle documentation related to hiring, terminations, and promotions.

Talent Management:

- Identify and nurture talent within the organization, including succession planning.
- Develop career paths and growth opportunities for high-potential employees.

Termination and Disciplinary Handling:

- Manage the termination process of 372 employees, ensuring legal compliance and conducting exit interviews.
- Develop and enforce fair disciplinary policies and procedures.
- Investigate and document employee misconduct and violations.
- Provide counseling and support to employees facing disciplinary actions.
- Stay updated on labor laws, consult legal counsel when necessary, and handle reinstatement appeals.
- Mediate conflicts and offer guidance on conflict resolution technique

- **Youths Of United Nations Association {Yuna} 2016** - (Certificate Of Recognition)

LANGUAGES

Swahili

Native

English

Professional

REFEREES

JOHNSON JOHN MLAPONI

- DIRECTOR OF HUMAN RESOURCES
- BNBM Building Material Industries (T) Limited
- P.O Box 31299, Kibaha – Pwani, TANZANIA
- Mobile No: 0712860328
- Email: mlaponijohnson@gmail.com

PRISCUS JACOB MINJA

- DIRECTOR OF OPERATIONS
- Azampay Tanzania Limited
- P. O. Box 114 Daresalaam
- Mobile No: 0717809190
- Email: priscus@azampay.com

STAPHORD ONESMO SEMBAGO

- DIRECTOR OF HUMAN RESOURCES
- Azampay Tanzania Limited
- P. O. Box 114 Daresalaam
- Email: staphord.sembago@azampay.com