

VALENTINO GALLUS VICTOR

PERSONAL PARTICULARS

Name: Valentino Gallus Victor
Gender: Male
City Address: Ubungo - Dar es Salaam
Nationality: Tanzanian
Phone No. +255 629 569 931
E-mail: valentinovictor494@gmail.com

PERSONAL PROFILE

- Highly motivated and results-driven HR professional with over two years of experiences in talent acquisition, employee engagement and performance management.
 - Versatile and proactive HR professional skilled in disputes and greavances resolution in compliance of roles and reguration settled by Employment and Labour Act of 2004.
 - Passionate about fostering inclusive working place and ensuring balance between employees satisfaction and company goals.
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EDUCATION BACKGROUND

- Higher Education From October 2020 - July 2023.
University Of Dar es Salaam.
Bachelor of Arts in Political Science and Public Administration.
Awarded Bachelor Degree in Political Science and Public Administration.
 - Advanced Education From July 2018 - July 2020.
Mahiwa High School.
Advanced Secondary Education.
Awarded Advanced Certificate for Secondary Education Examination (ACSEE).
 - Ordinary Secondary From January 2014 - November 2017.
Naipanga Secondary School.
Ordinary Secondary Education.
Awarded Certificate for Secondary Education Examination (CSEE).
 - Primary Education From January 2007 - September 2013.
Jitegemee Primary School.
Primary Education.
Awarded Certificate for Primary Education.
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WORKING EXPERIENCE

Position: **Human Resource Specialist:** August 2023 up to date.
Institution: S&P MANAGEMENT MENTOR.

Duties

- Assist in the development and execution of recruitment strategies to attract top talent for various roles on behalf of our client.
- Co-ordinate internal and external training session and workshops.
- Planning for monthly, quarterly and annual employees performance appraisal.
- Represent Company to the DH, CMA and labor office when necessary.

- Training to Onboard Employees coaching them on company policies, values and SOPs.
- I am Responsible for three (3) Companies such as KEDS, DWC and Jumia.

Position: **Human Resource Trainee:** July 2022 - September 2022

Institution: Nachingwea District Council

Duties

- Managing leaves processes, end-of-probation reviews, changes to appointments and termination of fixed-term contract.
- Clearing employees data on Human Capital Management Information System (HCMIS).
- Analysing subsistence allowance letter of employees.
- Scanning and saving employees arrears form.
- Managed full recruitment lifecycle of job adverts, applicant vetting and new employee onboarding.
- Devised training programmes for new and existing employees.

COMPETENCE

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| • Leadership Development | • Teamwork management |
| • Dispute resolution skills | • Files and record management |
| • Excellent communication skills. | • Negotiation and consultancy skills |
| • Human Resource Management | • Computer skills (Microsoft word, Excel). |

LANGUAGES

- Fluent in both English and Kiswahili

REFEREE.

Mr. William Richard Simsokwe,
Human Resource Executive,
AKO Group Limited,
Phone No. +255 769 826 340,
E-mail: simsokwewilliam14@gmail.com.

Mr. Erasto Hilonga,
Lecturer of University of Dar es Salaam (DUCE),
Department of Language and Literature,
P.O.Box 2329-Dar Es Salaam,
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Mr. Rashid Hassan Hamid,
Human Resource Officer (HRO),
Nachingwea District Council,
Phone No.+255 714 153 448,
E-mail: rashidhassan20@yahoo.com.

V/G/Victor DECLARATION

I certify that all information stated in this resume is true and complete to the best of my knowledge. I authorize the institution or its agent to verify the information provided in this resume.

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Valentino Gallus Victor.