

RESUME:

1. PERSONAL PARTICULARS

Surname:	Mapunda
First name:	Samwel
Sex:	Male
D.O.B	19/02/1987
Citizenship:	Tanzanian
Language:	Kiswahili and English
Driving License	Valid A, D

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2. EDUCATION BACKGROUND		
Institute	Award/Education	
Kampala Inter.University	Bachelor degree of Human ResourcesManagement (211-2014)	
Nianjema High School	Advanced Certificate of Secondary Education (2008-2010)	
Ruvuma Secondary School	Ordinary Certificate of Secondary Education (2004-2007)	
L/Seka Primary School	Elementary/Self Reliance Education (1997-2003)	

PROFESSIONAL CERTIFICATION

NATIONAL OCCUPATION SAFETY AND HEALTH CERTIFICATE- NOSHC I& II Jan. 2022 by OSHA

OCCUPATIONAL SAFETY AND HEALTH REPRESENTATIVE-SHEREP Certified by OSHA TANZANIA

FIRE SAFETY OFFICER/FIRE WARDEN-Certified by MHA-Fire Institute, Tanzania

WORKPLACE CHEMICAL SAFETY SUPERVISOR-By Government Chemist Office (GCLA)-Tanzania

3 : WORK EXPERIENCE

3.0 FOC TZ SUPPLY CHAIN & FEFA HOLDINGS COMPANY-DAR ES SALAAM

Position: HR & ADMIN OFFICER cum HSE (March 2022 To date)

Main duties:

- Payroll Preparation.
- Petty cash management.
- Employee contract management.
- Registering and renewing of compliance documents.
- Preparing HR monthly report.
- Recruitment of new employees
- Company assets management.
- Ensuring safe working place for employees.

3.1 LIUHE HEAVY CARGO INTERNATIONAL TANZANIA LTD-DAR ES SALAAM Position: HR & ADMIN OFFICER cum HSE (March 2020-30 MARCH 2022)

Main duties:

- Employment contract management.
- Preparing monthly HR report
- Conducting Performance Appraisal as per company HR policy.
- Addressing staff grievances and taking disciplinary measures
- Ensuring proper filing of statutory deductions such as WCF, NHIF, NSSF, PAYE, and insurances
- Debriefing staff on HR policies, processes and procedures.
- Managing staff benefits schemes like pension and overtime.
- Preparing refresher training for staff workplace safety practice.
- To ensure all compliance documents are updated.
- Supervising workplace safety standards (OHS)

3.2 WORLD LITERACY FOUNDATION -

Position: Ambassador (Volunteer)

Main duties

- Providing books and educational resources, so the children can discover the joy of reading.
- Provide tutoring and literacy support to disadvantaged children who are struggling to read.
- Gather literacy and educational leaders and organizations around the regional to share ideas and collaborate within the sector.
- bringing together innovative technology, e-books, games, and locally-curated content to advance the learning of children in remote communities in their mother tongue and English.
- Being National voice to spread and promote the importance of literacy, empowering people to advocate in their local community for this cause.

3.3 UNHCR/CEMDO. (NYARUGUSU REFUGEES CAMP-KASULU-KIGOMA UNDER THE PROJECT OF ENVIRONMENT MANAGEMENT AND ENERGY)

Position: Human Resources Officer (January –December 2019)

Main duties;

- To supervise all staffs to work as per Project Partnership Agreements (PPA)
- Organizing events into camp as well as preparing invitations.
- Booking flight and hotels for visitors visited the camp.
- Maintains and prepares all personnel-related records and files, ensuring all information on each staff member is up-to-date and accurate. (Contracts Management).
- To prepare monthly Payroll for salaries.
- Tracks the performance management cycle processes, ensuring the timely distribution and enhancing the timely completion and return of appraisals.
- Prepares and circulates internal and external advertisements.
- Liaises with candidates in the various stages of the recruitment process.

- Prepares formal acknowledgement, offer and regret letters.
- Initiates and follows up on reference checks and academic verifications, and ensuring the completion.
 - In consultation with supervisor, analyses data and information to help identify training needs within his/her office for the development of learning plans and other targeted training interventions.
- Support in learning and capacity development.
- Support in processing of entitlements and benefits of staffs.
- Support the in developing initiatives to encourage employee well-being and employee recognition schemes.

3.4GOLDOFZANZIBAR HOTEL

Position: HR & and Admin Officer- (November2016- Dec 2018)

Main Duties:

- To prepare monthly salary, ZSSF, and PAYE payment.
- Prepare and monitor quarterly schedule for Servicing of air conditioner, computer, generator, fire extinguisher, and company vehicles.
- Supervise monthly stocks taking and evaluate stock report and set up records of stock purchase
- To prepare insurance payment in all company assets. -Scheduling visitors visit and preparing presentation for visitors on project activities and development.
- Representing the association on national exhibition, showing to the public our main activities.
- Supports line management in administration and the performance management process so that the process is completed and meets the standards of the procedure and ensure proper filling of all employee performance management documentation and improvement tracking systems for both mid and annual Exercise.
- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc).
- Conduct initial orientation to newly hired employees and training logistics and recordkeeping.
- Assist and support line management and employees on all employee relations matters that fostering a healthy organizational climate.
- Assist to monitor employee & subcontractor adherence to the company's health and safety and Environment standards, reporting noncompliance.
- Perform any other duties in relation to my profession.

3.5 URANIUM ONE INTERNATIONAL COMPANY/MANTRA TANZANIA LTD, UNDER INSTU LEACHING PROJECT (ISL)- (NAMTUMBO-RUVUMA)

Position: Administration officer (July 2015-September 2016)

Main Duties: -

- Looking for services and goods quotations for capturing them into **DELTA SYSTEM**.
- Arranging transport (flight and vehicles) for visitors and staff during crew change.
- Preparing weekly retirement in compliance with petty cash liabilities.
- Leading and taking meeting minutes for internal circulation.
- Assist with day-to-day operations of the HR functions and assigned tasks including clerical and administrative support to Human Resources executives.
- Deal with employee requests regarding human resources issues, policies and procedures.
- Assist in payroll preparation by providing relevant data (absences, bonus, leaves, overtime etc).
- Assist in all company employee communication process by ensuring timely delivery of information to employees by Management.
- Provide support and assistance to all general office administration such as fleet management, office Housekeeping, catering, postage, travel etc.

3.6 NYASA DRILLING COMPANY (October 2014-May

2015) Position: HR Assistant

Main Duties:

- Compile and update employee records (hard and soft copies) and ensure correct and effective HR filing system in place.
- Assist with day-to-day operations of the HR functions and assigned tasks including clerical and administrative support to Human Resources executives.
- To ensure staff are also satisfied in terms of job expectations, monetary rewards and career growth.
- To recruit staff with right attitude and skills for retail business.
- To supervise general cleanliness of the office.

3.7 MANTRA RESOURCE COMPANY LTD, SUPPORTING DRA COMPANY. (NAMTUMBO -RUVUMA)

Position: Field assistant: Safety and Administration (June 2010 -2011 July)

Main Duties:

- To interpret safety rules to new hire.
- To ensure risk assessment forms are filled by supervisors before the start of work.
- Personal protective equipments (P.P.E) supervision as per company policy.
- To prepare and place safety signs and symbols on the right location.
- To supervise and documentation of safety incident reports.
- To provide support for both field and office activities as signed especially
Computerized works like data entry, typing, emailing etc.
- Worked as translator of English into Kiswahili.

4. TRAINING AND WORKSHOPS

- Sexual Exploitation and Abuse (SEA)-By **UNHCR**
- Gender Biased Violence (GBV)-By **UNHCR**
- Prevention of Sexual Exploitation and Abuse (PSEA)-By **UNHCR**
- Ebola Awareness-By **UNHCR**
- Gender Biased Violence (GBV)-By International Rescue Committee (**IRC**)
- DELTA Software usage
- PayEasy Software. (Payroll Package)
- International Trade Theory, (**K.I.U**).
- Leadership Skill, (**K.I.U**).
- Production Operation & Management (POM), **K.I.U**
- Field Practical Training held at DC office Nyasa, TANESCO Songea & Namtumbo Council all based on administration activities in different period from 2011-2013.
- Driving training held VETA Songea on August-September 2014.

- Training on the First Aid Handling, September 2010 (**KK SECURITY-MANTRA SITE**).
- Borehole monitoring and GPS usage-**MANTRA TANZANIA LTD**.

5 REFEREES

<u>Sunday Hebuka-0767612688,</u>	RC OFFICE -RUVUMA
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Adolf Yanda-0620110161, yanda@cemdotz.org	UNHCR/CEMDO -COORDINATOR
Peter Kaluwa- 0767 604 744, peter@selous.com	ADMINISTRATION OFFICER (SELOUS SAFARI)