

# **FREDRICK OMONDI OUMA (CV)**

## **CONTACTS**

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## **PERSONAL OBJECTIVE**

I seek to develop my skills in a strategic position and add value to all stakeholders in an organization with significant impact on the community.

## **PERSONAL INFORMATION**

**Date of Birth-** 16<sup>th</sup>-06-1983: **NIDA No.** - 19830616-51108-0000-524 : **Passport Number** - CK16377 : **TIN No.** - 129-498-234 : **NSSF No.** - 46184830 : **Marital Status** - Married

## **PROFFESIONAL ASSOCIATIONS**

- National Board of Accountants and Auditors Tanzania (NBAA)

## **PROFFESIONAL QUALIFICATIONS**

- Certified Monitoring and Evaluation Professional
- Certified Public Accountant (CPA-T) - Intermediate stage

## **EDUCATIONAL BACKGROUND**

- Master in Business Administration (MBA) - Corporate Management  
**Mzumbe University, Dar es salaam Campus - Tanzania. (Ongoing)**
- Bachelors of Business Administration and Management (BBAM) -Business  
Management Specialization (2nd Class Honours - Upper Division)  
**St. Paul's University, Limuru - Kenya.**
- Higher Diploma Human Resources Management - **Kenya Institute of  
Management (KIM)**
- Diploma in Business Management (DBM) - Management Specialization.

St. Paul's University, Limuru -Kenya.

## **WORK AND PROFESSIONAL EXPERIENCE**

**2022 - Present - Human Resources and Administration Manager - S.E.C (East African) Company Limited, Dar es salaam - Tanzania. Also, Currently Secretary to the Board of Directors at S.E.C (East African) Company Limited**

**2016 - 2021- Management Consultant (Finance, Operations Mgt and HRM Specialist) Harlow Management Limited**

**2014 - 2015 - Human Resources Manager/ Operations Manager- Coral Properties Mombasa (Xanadu Luxury Apartments)**

**2011 - 2013 - Assistant Human Resources Manager - Human Resources Department Great Rift Valley Lodge and Golf Resort (Heritage Hotels) Nairobi, Kenya.**

## **PROFESSIONAL WORKSHOPS**

- Handling Disciplinary Procedures and Charging Hearings at the Workplace - ATE
- Employment Contracts and its Termination procedures in Tanzania - ATE
- Safety and Health for Human Resources and Manager - OSHA

## **KEY ACHIEVEMENT**

On 24<sup>th</sup> February 2023, I was awarded by H.E the Prime Minister Kassim Majaliwa Majaliwa NACTVET award at Association of Tanzania Employers (A.T.E) Gala Dinner in Recognition of Dedication and Commitment to Skills Development in Tanzania

## **RELEVANT SKILLS AND KEY ACHIEVEMENTS**

- Good grasp of Tanzania Employment and Labour Relations Act, 2004 (No. 6 of 2004) [CAP. 366 R.E. 2019], CBA Management and Labour Institutions Act
- Overseen; Terminations, Resignations, Mutual Separations, Retirements and Retrenchments, yet I have never had a single matter that I directly handled being referred to CMA.
- Setting up of Business and Operational Processes after conducting Gap Audits, in line with the Director's Strategic plan and objectives.
- I have never had an adverse PAYE, NSSF, NHIF or OSHA Audit Query

- Using **Enterprise Resource Planning (ERP) Tools & HRIS** (SAP Business One)
- Intermediate **CPA Accounting skills** - Financial Reporting, Preparing monthly payrolls and statutory deductions schedules (NBAA - Ongoing)
- **Relevant and Timely reporting**
- **Conducting interviews** e.g. Recruitment, Performance Appraisals, Exit interviews.
- **Disciplinary handling procedures** - Chaired many Disciplinary committees, for the companies I have work for and also for other companies
- **Quality Management systems designs** ISO 9001, ISO 45001, ISO 18001 (Safety, Health and Quality).

## **REFERENCES**

1. Mr. Wasike Wasike  
Country/Group Operations Manager  
Heritage Group of Hotels  
[wasike.wasike@heritagemanagement.co.ke](mailto:wasike.wasike@heritagemanagement.co.ke)
2. Mr. Ntuli Mwankusye  
Marketing Director, Shareholder and Company Secretary  
S.E.C (East African) Company Limited  
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3. Ms. Scizer K. Kalunde  
Human Resources Officer  
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