



AREA OF EXPERTISE

HR, Industrial Relations,
General administration,
Employee Relations, Induction,
Recruitment and Selection
HR Policies and Procedure
Training & Development
Labor laws, Conflict
Resolution, union Grievances
and Office Management

CONTACT



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Tanzanian



Dar Es Salaam, Tanzania

INTEREST & HOBBY

I am humorous lady who enjoy
life, I love reading & writing, I
love to laugh, listening to music,
Workout, shopping and watching
movies.

MARY MOSES

PERSONAL STATEMENT

I am people person, I really like to meet and work with lots of different people. I am a perfectionist. I like to be sure that everything is just right and that I pay attention to all the details. I am a creative thinker. I have an open mind about what will work best and I like to explore alternative solutions to problems, troubleshooting issues, and finding solutions in as short a time as possible.

WORK EXPERIENCE

Entrepreneurs, Solar Industry - present

- ~ Design, Install, and Maintain Solar Energy systems for businesses and households
- ~ Develop and implement sustainable energy solutions that are both environmentally friendly and cost effective
- ~ Manage all aspects of the business, including sales, marketing, and operations
- ~ Build and maintain relationships with clients and suppliers
- ~ Provide expert advice on solar energy solutions and stay up to date with industry trends and best practices

Sales Representative 2020 - April, 2021

Delta Printing Press ME FZCO DUBAI, United Arab Emirates

Work as contact between a business and its customers, to ensure current customers have the right products and services, identify new markets and customer lead, and pitch prospective customers. In many ways the face of the company, may do everything from answering phones to monitoring the competition, all while maintaining good customer relations and pursuing new sales opportunities.

Self Employed - June 2017 - 2020

Me & Her Business Stationery Temeke, Dar es Salaam

Offer clients need; Typing and Printing, from invitations to business cards, enveloped, branded pen and pencils, invoice and compliment slips, planners, brochures, presentation folders, roller stand, deed poll, contract proposals, quotes and estimates, resume, letter of application, recommendation, thanks and apology and more!



Administrative Officer/Human Resources

Muhimbili National Hospital (MNH) Jan, 2013 – Apr, 2017

Responsibilities:

- Identified staff vacancies, placed employment ads, screened resumes and applications, select applicants, scheduled and conducted interviews
- Launched new hire, and Interns orientation programs
- Performed difficult staffing duties, including dealing with understaffing, refereeing disputes, administering disciplinary procedures and process of firing
- Maintain and updated company electrical system of employees' personal records with regard to employment and training
- Administered compensation, benefits and performance management systems, and safety and recreation programs
- Analyzed training needs to design employee development in terms of short/long terms
- Planned, directed, supervised, and coordinated work activities of Interns relating to Internship Program every year.
- Maintain data and generate reports in an electronic/technological environment using specialized software such as Lawson and Jeeva

January, 2011 – January 2013

Human Resources Executive – Employees Relations

MOHAMED ENTERPRISES TANZANIA LIMITED (MeTL)

- Providing labour laws advisory support to company
- Explain human Resources policies and procedure to all employees
- Assess employee performance and issue disciplinary notices
- To attend employees' problems & complaints; which may result in a formal complaint
- Maintained electronic and hard copy files systems
- Delivering training presentations and Short Courses, especially staff induction
- Represent company to commission for Mediation and Arbitration (CMA)

SKILLS

Personal Skills:

- ~ Excellent organizational and administrative skills
- ~ Training & Development
- ~ Communication Skills
- ~ Organization Skills
- ~ Multitasking
- ~ Attention to detail

Professional Skills:

- ~ Driving License
- ~ Microsoft Office package, (word, Excel, PowerPoint, Access, outlook, Internet
- ~ Typing stage III (50 word per minute with high degree of accuracy)
- ~ Swahili & English speaker



Administrative Assistant
FEISAL TRUCKS LIMITED
Responsibilities:

Jan – Dec, 2010

- Scheduled driver orientations and supervised the overall flow of presentations and information given new hires. Trained new hires on logs, hours of services rules and HR Policies
- Being the first point of contact for all staff enquires on a daily basis and general HR enquiries, administration and correspondence
- Providing clerical and administrative support to the Manager
- Managing sickness records and the overall sickness administration of the company
- Notifies drivers about upcoming expiration dates for physicals, driver's license and training, also audited drivers' daily logs for compliance with traffic laws and regulations; addressed drivers with violations

Consultant

28 – 13 Nov, 2008

ATTENDED AND ADAPTATION WORKSHOP ORGANIZED BY ENGENDER HEALTH HELD AT KUNDUCHI BEACH HOTEL, DSM

- Take notes on contributions by workshop participants and make a summary at the end of each day, with guidance from leading consultant
- Participate in setting up the final secretarial logistics for the adaptation workshop
- Attend and document a consultative workshop for preselection of Men as a partner session for adaptation.
- Attend adaptation workshop, take notes and document the all process
- Revise daily notes captured during the workshop based inputs from the technical leaders

REFERENCES

“References available upon request”

EDUCATION

Oct, 2009 - Dec, 2011
MZUMBE UNIVERSITY
TANZANIA

DAR ES SALAAM,

Master of Business Administration in Corporate Management
Thesis Title: *Employee Workplace Stress in Parastatal Organizations in Tanzania*

Sept, 2005 - July, 2009

INSTITUTE OF SOCIAL WORK DAR ES SALAAM, TANZANIA

Advanced Diploma in Industrial Relations

A dissertation in partial fulfillment for an award of Advanced Diploma in Industrial Relations from Institute of Social Work Dar Es Salaam, titled "*The contribution of credit schemes in improving households' income (2008/2009)*"

June, 2001 – Dec, 2002

**TANZANIA PUBLIC SERVICE COLLEGE TABORA,
TANZANIA**

Certificate in Pre-Service Full Secretarial Course and I Ms Office, Ms Excel

- ❖ Typing stage stage III (50 words per minute)
- ❖ Office practice stage II
- ❖ Secretarial duties stage II
- ❖ English stage II, and Kiswahili

July-Sept, 2010

**BRITISH COUNCIL DAR ES SALAAM,
TANZANIA**

Business Skills, A professional Development course

Report Writing, Business Writing and Presentation Skills

6 -15 Apr, 2010

**UNIVERSITY OF COMPUTING CENTRE LTD IN
ASSOCIATION WITH VINSYS - INDIA JOINT
TRAINING PROGRAMME - DSM, TANZANIA**

Fundamentals and Principles of Project Management

15-26 Feb, 2010

CENTRE FOR FOREIGN RELATIONS DSM, TANZANIA

Attended a course in conflict resolution and mediation skills