

Asteria Eberhard Millinga

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P. O. Box 894, Dodoma

CAREER OBJECTIVE:

Multi-tasking with four experiences in HR tasks in Tanzania. Can manage 3+executive schedules simultaneously.

Seeking to apply my detailed oriented talents and adaptable personality to full-fill the company's needs.

WORK EXPERIENCE:

September 2020 - Currently Yapi Merkezi Insaat Ve Sanayi A.S , Human Resource Officer

Responsibilities

- **Contract and new hire Management**

Prepare new hire employment contracts timely and ensure they are signed on time.

Conduct onboarding for new hires as per onboarding guidelines and ensure new hire documents are collected and signed in a timely manner this includes HR packet with key policies.

- **Payroll Management**

To ensure employees of a company are paid the right amount on time

Calculating employee benefits and deductions.

Responding to employee questions about compensation, taxes, benefits, and deductions.

Entering new employee data into the company database.

Distributing payment statements.

- **Policies Management**

Support in the implementation/development of HR policies

- **Staff File & Record Management**

Maintain HR files records as per the required standards, policies and file checklists.

- **Employee Relations**

Assist in managing employees' disciplinary issues and grievance

- **Processing applications of foreign (Visa, Special Pass, Passports, and other travel documents)**

Follow procedures and all requirements for the application of Visa, Special Pass, Passports and other travel documents and other required documents like Original and Copy of Birth certificate, Birth Certificate or Affidavit of one of the parents, One (1) passport size photos to be uploaded online Original and Copy of Old Passport, and to complete application form (www.immigration.go.tz) and to make payments.

- **Processing applications of foreign Resident permit and work permit**

Follow procedures and all requirements for the application of resident and work permit such as TIF 1 forms duly filled, Covering letter, Certificate of incorporation, Business license, Tax Clearance Certificate, Taxpayer Identification Number Certificate (TIN), Photostat copy of the applicant's passport, employment contract, signed by the employer and the employee. termination of contract, Curriculum vitae (CV) of the applicant, Five passport size photographs, Organization's chart, Memorandum and articles of Association, Translations (by authorised institutions) of documents/certificate in case they are written in languages other than English or Kiswahili., Registration certificate from professional institution/Boards for posts of Accountants, Engineers, and In case the applicant is currently employed in Tanzania and gets employed to another company, a letter of no objection, original permit from previous employer and current immigration status of the applicant is needed and payment of fee for that permit

March 2017 to July 2020 – One Acre Fund, Human Resource Supervisor

Responsibilities:

- **Employee Relations**

Assist in managing employees' disciplinary issues, grievance and conflict and document the evidence.

- **Payroll Management**

To ensure employees of a company are paid the right amount on time

Calculating employee benefits and deductions.

Responding to employee questions about compensation, taxes, benefits, and deductions.

Entering new employee data into the company database.

Distributing payment statements.

- **Record Management**

Maintain files records as per the required standards, policies and file checklists

- **Trainings Report writing and analysis**

Provide and ensure quality and timely submission of the reports

- **Policies Management**

Support in the implementation/development of HR policies.

- **Contract management**

Managing and updating contract renewal, evaluation and probation

Maintain and update employees' database

Communicate with line managers on contract due dates

Send a list of staff to be confirmed to the HRG latest after a month of such confirmations.

Communicate end of contract dates to individual employees and their line managers

- **Performance management**

Facilitate records on objective setting by collaborating with line management

Facilitate records on performance reviews by collaborating with line management (Midyear and end year reviews).

Facilitate Appraisal before confirmation

Make sure that necessary action from review results is taken e.g. bonus, PIPs

Assist line managers in setting IDPs and review status on IDPs

Forward periodic review for reviews at HRM/HRG levels

- **Welfare management**

Management of employee's culture committee, Health and Safety and any other committees in the organization.

Educate employees on the significance of employee welfare

Organize annual team buildings

July-October-2014: Temporary Iringa Municipal Council

Responsibilities:

- Examine statements to ensure accuracy
- Ensure that statements and records comply with laws and regulations
- Compute taxes owed, prepare tax returns, ensure prompt payment
- Inspect account books and accounting systems to keep up to date
- Organize and maintain financial records

July to October 2015: Ashivin Solank & Company Limited

Responsibilities:

- Supporting in tax consultancy audit and accounting
- Data entry.

EDUCATION BACKGROUND:

| Period | Institution | Award/Certification |
|---------------|---------------------------------|---|
| 2013-2016 | Institute of Finance Management | Bachelor Degree in Tax Management |
| 2010-2013. | J J Mungai. | Advanced Certificate of Secondary Education |
| 2006-2010. | Klerruu Secondary School. | Certificate of Secondary Education |

SKILLS AND ATTRIBUTES:

Basic Computer Applications for office use, like word level, excel level Google sheet

- Interpersonal skills (abilities to communicate and interact with others).
- Teamwork skills. (sharing information, helping to resolve a problem, working towards common goals).
- Leadership skills. (Taking responsibility for one's own mistakes and responsibilities, being productive, having long term vision).
- Attention to detail.
- Enthusiasm and personal drive.
- Initiative.
- Management and organizational skills.
- Willingness to learn.

REFERENCES:

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