



www.tinotendaishemironga@gmail.com



+255763423497



Tanzania

WEBSITES, PORTFOLIOS, PROFILES

- LinkedIn
@tinotendaishemironga@gmail.com

EDUCATION

Bachelor of Science:
Psychology
Midlands State University,
Gweru, Zimbabwe, February
2023

LANGUAGES

English, Shona: Native
language

TINOTENDAI SHE CALEB MIRONGA

PROFESSIONAL SUMMARY

Responsive and engaging Human Resources Assistant skilled in supporting employees and managers with diverse HR needs. Expert with word processing, database and benefits administration software. Focused on keeping systems updated and facilitating positive employee relations. Responsible HR Assistant with strong knowledge of office administration and common human resources operations. In-depth understanding of customer service, data entry and file management. Highly skilled in reviewing policies and suggesting actionable improvements aligned with industry best practices. Detail-oriented team player with strong organizational skills. Ability to handle multiple projects simultaneously with a high degree of accuracy.

ACCOMPLISHMENTS

- Collaborated with team of employers in the development of payrolls of employees .
- Used Microsoft Excel to develop inventory tracking spreadsheets.
- Resolved product issue through consumer testing.
- Achieved my degree by completing experience with accuracy and efficiency.
- Achieved all through effectively helping with brilliant ideas and problem solving.

SKILLS

- | | |
|------------------------|--|
| • Unemployment Claims | • Document Employee Information |
| • Hiring and Retention | • Wages and Salary |
| • Process Forms | • Transcribing Meetings and Messages |
| • Employee Onboarding | • Management Scheduling and Time Records |
| • Payroll Preparation | • Employee Performance Management |

WORK HISTORY

August 2021 - May 2022

Capital Control Investments - Human Resources Assistant, Harare, Zimbabwe

- Created and completed personnel action forms for hires, terminations, title changes and terminations.
- Responded to employee inquiries regarding benefits and other HR topics.

- Answered and redirected incoming phone calls for office.
- Set up orientations and initial training for new employees.
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- Processed employee termination paperwork at direction of supervisory staff.
- Applied mediation and collaboration to successfully resolve employee complaints and grievances.
- Conducted new hire orientation to verify completion of appropriate paperwork, recording information on human resources database.
- Developed and maintained HR policies and procedures.
- Analyzed and reported on employee turnover rates to assess reasons and make recommendations for improvement.
- Tracked various statistics and kept detailed records to support human resources department.
- Administered compensation, benefits, and performance management systems at direction of supervisor.
- Developed and implemented policies and procedures to use for recruitment, employee relations and benefits administration.
- Compiled employee records from individual departments to maintain central files.
- Participated in job fairs to recruit new talent.
- Screened applicant resumes and coordinated both phone and in-person interviews.
- Delivered friendly assistance with new hires throughout interviewing and hiring process.
- Helped employees register for benefits programs using online portals.
- Aided staff with employee performance review paperwork and documentation.
- Coordinated employee relocation processes.
- Monitored and analyzed employee satisfaction survey results.

CERTIFICATIONS

- Bachelors of Science in Psychology (Honours degree)

ADDITIONAL INFORMATION

Basic internet and Email applications.

Microsoft Word, Excel, PowerPoint, Belina payroll

Excellent written and verbal communication skills