

CURRICULUM VITAE

Personal Details

Full Name: Doreen Tumaini Kimambo
Nationality: Tanzania
E-mail: doreenkimambo1@gmail.com
Tel: 0748314830/0718589166.
Sex: Female
Date of Birth: 20 April 1999

Work Experience

Company: J square promo limited

Date: January 2023 to date

Post: Human resource manager

Location: Dar es Salaam

Main Responsibilities

- Recruitment of candidate and selection
- Organizing employee day to day work
- Salary and compensation
- Disciplinary action
- Manage all organization resource
- Act like sales supervisor.
- Negotiate employment practices with staffs.
- Plan, prepare and coordinate on employees training.
- Performance management.

Company: Rajiv Tecno Company Limited

Date: June 2022 to January 2023

Post: Site Supervisor

Location: Dar es Salaam-Zanzibar

Main Responsibilities

- Trench excavation

- Pipe laying
- Measure depth and width
- Pipe jointing
- Labour payment
- Taking record of labour attendance

Company: Ecobank Tanzania

Date: July 2021 to December 2021

Post: Human Resource Assistant

Location: Dar es Salaam

Main Responsibilities

- Consult with employers to identify needs and preferred qualifications.
- Interview applicants about their experience, education and skills
- Contact references and perform background checks.
- Inform applicants about job details such as benefits and conditions
- Conduct new employee orientations.
- Process paperwork.
- Advise managers on policies like equal employment opportunity and sexual harassment.
- Coordinate and supervise the work of specialists and staff.
- Oversee recruitment and hiring process.
- Direct disciplinary procedures

Human Resource Assistant

Location Company: Tanzania Telecommunication Corporation (TTCL)

Date: September 2020 to November 2020

Post: Dar es salaam, Tanzania

Core Responsibilities

- Recruitment of candidates and selection
- Negotiate employment practices with staffs.
- Plan, prepare and coordinate on employees training.
- Performance management
- Disciplinary procedures, grievances and labour law issues
- Procurement process
- Monitoring and evaluation of strategic plans and targets
- Trade contracts and arbitration

Education

Year	INSTITUTE	Award
Duration: 2019 to 2022	Institute of Social Work	Bachelor of Human Resource Management
Duration: 2017- 2019	Institute of Social Work	Diploma in Human Resource Management.
Duration: 20016- 2017	Institute of Social Work	Certificate in Human Resource Management.
Duration: 2012-2015	Komakya Secondary	Certificate of Secondary Education
Duration 2005-2011	Komakya Primary	Certificate of Primary Education

Other Skills/Experiences

Office Administration:

- Management and booking of office & Conference space.
- Organization of efficient distribution of all mail and documentation for a company
- Maintenance and monitoring of office supplies

Financial Management:

- Issuing of fuel vouchers and reconciliation in monthly report
- Billing arrangement and cash handling
- Reporting in writing all cost and cash collection
- Invoice Management and Processing

Customer/ Client Relations:

- Effective rectification of customer complaints and follow-up
- Accurate record
- Strong communication skills, fluency in English and Kiswahili and written communication skills in both languages.

Referees

Tuntufye Abel

Country Head of Risk and Compliance

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