

CURRICULUM VITAE

LEAH ANTHONY NJIMBA

PERSONAL PARTICULARS

Home address: P.O. Box 606, Dar es salaam

Mobile Phone: 0672857793

Email: njimbaleah@gmail.com

Nationality: Tanzanian.

Date of Birth: 06th September, 1994.

Gender: Female

Marital Status: Single

PERSONAL PROFILE: I am a self motivated individual who is flexible and can adapt to different working environments. Furthermore, I possess the ability to work in team, formulate and share ideas with others. I am also eager to learn and I can plan, organize and prioritize my workload to meet organizational objectives.

CAREER OBJECTIVE

Seeking for a challenging opportunity in a well-established organization to use the interpersonal skills I acquired through my academic field of study. I am an active learner and always striving for excellence in my personal and professional life. I am very open minded, flexible person having the ability to work under minimal supervision as well as able to work as a team.

AMBITION

Working with Government and Non-Governmental organizations in order to fulfill my goal hence Contribute to the Company and National Development.

ACADEMIC PROFILE

Year	Institution	Award
October 2017- Sept 2020	Institute of social work- ISW	Bachelor Degree in Human Resource Management
March 2015- March 2017	Kampala international university college	Diploma in Human resource Management
March 2014 March 2015	Kampala international university college	Certificate in human resource Management
Jan 2013- December 2013	Mzinga secondary school centre	Certificate of Secondary education
Jan 2012- December 2012	Sumaye secondary school	Certificate of Secondary education
2002-2008	Kaloleni primary school	Certificate of primary school

WORKING EXPERIENCE:

Working as Human resource officer and office administrator at Reenbook polyclinic and diagnostic Laboratory from March 2022 up to now 2023.

- Handle routinely enquires and supports the day - today Administration function of the Department
- Regulate employee annual leave, maternity leave and sick leave.
- Regulate employees' day to day files and sending them to the light departments for approval.
- Conduct interviews for new candidates and interns and sorting out the right candidates for a given position.
- Run daily logistics and store keeping for the employee's files.
- Update and process all the employee's information in the human resource information (HRIS)
- Control employee's payroll and other payments for instance compensation and their monthly payment.
- Team working with other department.
- Taking minutes at meetings
- Typing up letters and report
- Maintaining office supplies
- Printing and photocopying
- Dealing with queries, on the phone and by email
- Greeting visitors at reception
- Control all office expenditure
- Maintain visitors by answering or referring

- Maintain security and telecommunications system
- To make sure that staff get paid correctly and on time
- Approving job description and advertisement
- Monitor staff performance and attendance
- Advising on disciplinary and employee performance problems
- Organizing staff training and sometimes deliver training including new staff induction
- Analyze training needs
- Participate on staff negotiating salaries, contract and working condition
- Managing pension and benefits administration
- Update office policies as needed
- Booking meeting room as required

Internship, St. Francis referral hospital from January to February 2022.

Activities performed

- Conducting employee disciplinary matters
- Handle routinely enquires and supports the day - today Administration function of the Department
- Regulate employee annual leave, maternity leave and sick leave.
- Regulate employees' day to day files and sending them to the light departments for approval.
- Conduct interviews for new candidates and interns and sorting out the right candidates for a given position.
- Run daily logistics and store keeping for the employee's files.
- Update and process all the employees information in the human resource information (HRIS)
- Assist in handling staff welfare matters such as medical service, staff loans and burial services.
- Arranging staff files and other HR related files.
- Team working with other department.
- Support in managing of various task as allocated by the supervisor.
- Control employee's payroll and other payments for instance compensation and their monthly payment.
- Control the employee performance and assist for instance compensation and their monthly payment

Internship, St. Francis referral hospital from January to December 2021.

Activities performed

- Handle routinely enquires and supports the day - today Administration function of the Department
- Regulate employee annual leave, maternity leave and sick leave.
- Regulate employees' day to day files and sending them to the light departments for approval.
- Conduct interviews for new candidates and interns and sorting out the right candidates for a given position.
- Run daily logistics and store keeping for the employee's files.
- Update and process all the employee's information in the human resource information (HRIS)
- Participate in management meeting concerning those planning of the hospital
- Make sure the hospital meeting their Goal by creating a good way that enable us to reach organization goals

Internship, St. Francis referral hospital from September to December 2020.**Activities performed**

- Handle routinely enquires and supports the day - today Administration function of the Department
- Regulate employee annual leave, maternity leave and sick leave.
- Regulate employees' day to day files and sending them to the light departments for approval.
- Team working with other department.
- Support in managing of various task as allocated by the supervisor.
- Control employee's payroll and other payments for instance compensation and their monthly payment.
- Control the employee performance and assist for instance compensation and their monthly payment

Field practice, July to October 2019**Activities performed.**

- Conducting employee disciplinary matters
- Handle routinely enquires and supports the day - today Administration function of the Department
- Regulate employee annual leave, maternity leave and sick leave.
- Regulate employees' day to day files and sending them to the light departments for approval.
- Conduct interviews for new candidates and interns and sorting out the right candidates for a given position.
- Run daily logistics and store keeping for the employee's files.
- Update and process all the employees information in the human resource information (HRIS)
- Assist in handling staff welfare matters such as medical service, staff loans and burial services.
- Arranging staff files and other HR related files.
- Team working with other department.
- Support in managing of various task as allocated by the supervisor.
- Control employee's payroll and other payments for instance compensation and their monthly payment.
- Control the employee performance and assist for instance compensation and their monthly payment

No	Year	Organization	Position
1	July 2016 To October 2016	Field training practical at St Francis referral hospital	Human resource assistant
2	May 2014 To Decemberr2014	Field training practical at St. Francis referral hospital	Human resource Assistant

ADDITIONAL SKILLS**Computing skills**

- Microsoft word
- Microsoft Excel
- Publisher

- E-mail & internet

LANGUAGE

	Speaking	Writing
English	Very Good	Very Good
Kiswahili	Excellent	Excellent

HOBBIES:

- ✓ Reading newspapers,
- ✓ watching movies,
- ✓ Learning from other and sharing ideas with friends
- ✓ Travelling

REFEREES:

DR. GLORY ZAKAYO

Head of doctors department

Phone: +255623866092

Email: doctor@reenbookcompany.co.tz

Reenbook polyclinic and diagnostic laboratory

P o box 11662

Mikocheni, Dar es Salaam.

Judith Msangi

Head of human resource department

Phone: +255 767 818 780

Email: juddie884@yahoo.com

INSTITUTE OF SOCIAL WORK

P O BOX 3375

Mr.Lawrence shabani

Human resource officer

Phone; 0752402602

St Francis referral hospital

P o box 65474 Ifakara,

Morogoro.

DECLARATION

I Leah A Njimba do here by declare to the best of my knowledge and belief that this information provided are correct.