

# NEEMA KASSAWA

## Human Resources Officer

An effective and confident human resources officer with a great ability for personnel administration and a proven history of providing comprehensive administrative support to day-to-day business operations. A confident communicator with the dedication and motivation required to succeed in a busy human resources environment.

### CONTACTS

✉ neemakassawa96@gmail.com

☎ +255 659 321 216

📍 Zanzibar, Tanzania

### ACADEMICS

🔑 **BA in Sociology**  
University of Dar Es Salaam | 2021

### TRAININGS

🔑 Certificate in Middle Management Development Training by Talal | 2022

Positive Perspective Training by Community and Reading Association | 2018

### SKILLS

#### Communication



#### Negotiation



#### Performance Management



#### Problem Solving



#### Decision Making



#### Customer Service



#### Contract Management



#### MS Office



### EXPERIENCE

#### HUMAN RESOURCES ADMINISTRATOR | JUN 2022 - NOW Zanzibar White Sand Luxury Villas and Spa

##### Duties:

- Responsible for preparing all documentation and paperwork for implementing HR policies and procedures.
- Act as the main contact person for providing employee and office information and processing employee requests.
- Organizing yearly HR plans, including meetings and training seminars.
- Maintaining and updating employee records and database.
- Represent the organization in at DHU.
- Preparing monthly reports and presentations for internal communications.
- Responsible for the entire recruitment process.
- Maintain attendance records, sick records and leave.
- Responsible for payroll management for 136 staffs.
- Handling disciplinary matters for both junior and senior staffs.

##### Achievements

- Designed and implement various programs and policies including employee compensation and benefit program, medical policy, maternity policy, performance bonus programs and employee birthdays and marriage policies.

#### HUMAN RESOURCES COORDINATOR | JUL 2021 - JUN 2022 The Residence Zanzibar

##### Duties:

- Responsible for making office requisitions
- Processed employee salaries and ensured statutory contributions are paid on time.
- Preparing employee reports such as sick and annual leaves reports.
- Onboarding new employees, preparing contracts and conducting exit interviews as required.
- Responsible for processing work permits and Travel Visas for expat employees whenever necessary.
- Maintained all staff records and files as legally required.

##### Achievements

- Successfully organized employee competition programs such as employee of the month which motivates employee's to perform.

### OTHER EXPERIENCES

#### SOCIAL WELFARE OFFICER | JUL - OCT 2020 Magomeni Health Centre

#### SOCIAL WELFARE VOLUNTEER | AUG 2019 - OCT 2019 Magomeni Health Centre

## **REFEREES**

Amina Ukwaju - Human Resources Manager  
The Residence Zanzibar  
+255 653 400 411, abdallahamina488@yahoo.com

Yunus Rashid Mwarab - Group HRM  
Vigor Group International  
yunusdaruesh@gmail.com, +255687 572 254

Happiness Makene - Human Resources Officer  
The Residence Zanzibar Hotel  
+255 675 186 155