



## CURRICULUM VITAE

### FATUMA SALIM SINGANO

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## 1. PERSONAL PROFILE

Diligent Human Resources Officer with a supportive, upbeat mentality when supporting the HR team with administration and daily duties. Assists with the recruitment process by liaising with stakeholders to ensure the process is smooth and efficient. Excellent verbal communication and PC skills.

Knowledgeable Human Resources Personnel bringing strong background in human resources policies, procedures and structures. Focused on helping operations align with regulatory and market demands to build powerful, dedicated workforces. Expert in employee relations and management collaboration.

Focused HR Personnel, bringing Four + years of experience to work environment. Communicates effectively with staff and customers and works tirelessly to achieve quality standards. Comfortable working in high-pressure, deadline-driven environments.

Customer-focused, continuously navigating high-stress situations calmly and effectively. Utilizes exceptional rapport-building skills to develop strong relationships with customers, exceeding demands and driving repeat business.

### PERSONAL DETAILS

- ❖ Sex: Female.
- ❖ Date of birth: 17th April, 1992.
- ❖ Marital status: Married.
- ❖ Nationality: Tanzanian.
- ❖ Language: Swahili and English, fluent in spoken and written.

### SKILLS AND COMPETENCE:

- ❖ High level of verbal and written communication skills.
- ❖ Fluent in English and Swahili.
- ❖ Computer literate
- ❖ Team player and easy to blend in.
- ❖ Details oriented, organized and possess the ability to multi-task and continually prioritize tasks,
- ❖ Knowledgeable on Employment and Labour Laws.

## 2. EXPERIENCE

## ❖ **Human Resources Officer- Kilombero Sugar Company Limited - April 2020 to Date**

### **As a Human Resources Officer my role intent has been**

- Supporting the overall business aligned HR plans and provide HR generalist services and expertise to business unit to enable business objectives
- Manage and implement best in class employee life cycle HR practices (from hire to retire)
- Provides accurate and timely data , reports, analytics and recommendations for decision making
- Collaborate to foster collective bargaining and healthy employee relations.
- Support change management activities unique to the business unit.
- Partner to ensure a high performance and high engagement culture within the business unit.

### **My responsibilities as an HR Officer**

- Partner with business unit leadership team to support an integrated short term HR plan to enable business performance, succession development and employee engagement.
- Oversee the adherence to the minimum standards across the employee life cycle.
- Facilitate effective analysis, sourcing, recruitment, assessment, development, engagement and retention of appropriate talent for today and the future for the business unit.
- Conduct analytics and recommendations to improve productivity and optimization within the business unit.
- Work with L&D to ensure effective competence development of critical skills
- Support the effective localization and diversity agenda within the business unit.
- Partner with managers, employees and union to support the development of a healthy industrial relations climate in line with the IR strategy, priorities and plan.
- Resolve employee relations issues and address grievances within the business unit.
- Drive HR functional excellence and minimum standards.
- Ensure HR compliance to statutory, regulatory or policy requirements (e.g., Modern slavery)
- Coach and upskill Managers and FLM's to build their competence to own their people processes
- Promote and adhere to Illovo's procedures, policies and guidelines, including, without limitation, those relating to SHERQ, Competition Law and Anti-Bribery and Corruption (ABC)

❖ **Acting HR Business Partner - Kilombero Sugar Company Limited - 20th November - 1st January 2022**

- As HR Business Partner the main role intent was to support the overall business aligned HR plans and provide HR generalist services and expertise to business unit to enable business objectives. Providing accurate and timely data reports.

❖ **Human Resources Clerk – Kilombero Sugar Company Limited – April 2019 to March 2020**

**As a Human Resources Clerk the main purpose of my Job is to render efficient services to Human Resources Department. This includes performing the following Tasks;**

- Recruits Seasonal and temporary employees in liaison with the Heads of Sections as per approvals of respective HOD's.
- Recruits permanent employees, complete manning forms and every new employee are medically examined.
- Maintaining Leave records of all employees in Finance, HR, and Risk Control and SS departments and prepares their leave balance reports.
- Compiles and update fare tariffs as they change and appraises HR Administrative office for management approval.
- Verify Leave fare rates and computes leave travel entitlements.
- Updates and books any movement, like deaths, promotions, demotions, transfers, Terminations, in the movement books and ensures that authoritative signatures are obtained.
- Captures, Updates and Maintains employee information's/ records

❖ **Administration and operations officer – Zikhara Solutions Tanzania Limited - July 2018 to March 2019**

**As an administrative officer my main activity is overseeing operations and staff members while driving office efficiency and maximizing productivity. I am also tasked to;**

- Providing outstanding customer service
- Managing office supplies stock and placing orders
- Prepare regular reports on expenses and office budgets
- Organize a filing system for important and confidential company document
- Answer queries by employees and clients
- Distribute and store correspondence such as letters, emails and packages
- Arrange travel and accommodations

❖ **Shops Manager – MiM Fabric House – August 2015 to June 2018**

**As an overall shops manager, I managed two MiM Fabric House shops located at Kinondoni and Magomeni. These includes**

- Managing 5 staffs who directly report to me
- Managing customers relations
- Managing shop finances (income and spending)
- Preparing Salaries and benefits of staffs
- Managing shops inventories and properties

❖ **Internship - Human Resources Officer at Tanzania Ports Authority at Tanga-  
14<sup>th</sup> July-10<sup>th</sup> October 2014**

**As an Intern to Human resource department in Tanzania Port authorities in Tanga, I was tasked to support the department with the following tasks**

- Preparing benefits for the terminated and retired employees
- Processing compensation for the injured employee
- Updating employee's leaves and leave allowances
- Preparing salaries and loans sheets
- Managing and maintaining staffs welfare needs e.g. funerals
- Supporting in disciplinary hearing of the company.

### **3. EDUCATION**

❖ **University Education**

Period: October 2012 – November 2015

Institution: Institute of Social Work

Degree Course: Bachelor Degree in Human Resources Management

❖ **Advanced Level Education**

Period: April 2010 – February 2012

Institution: Lwandai High School

Award: Advanced Certificate of Secondary Education (ACSE)

❖ **Ordinary Level Education**

Period: January 2006 – October 2009

Institution: Kongei Girls Secondary School

Award: Certificate of Secondary Education (CSE)

❖ **Primary School Education**

Period: February 1999 - August 2005

Institution: Raskazone Primary School

Award: Certificate of Primary Education

## REFEREES

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