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| **NEEMA ETUTTU (Advocate)** | **Mobile: 0712-412 798 or 0753-394 589**  **P.O. Box 13524, Dar es Salaam**  **E-mail:** [neema.freddy55@gmail.com](mailto:neema.freddy55@gmail.com) |

**PERSONAL PARTICULARS**

Place of Birth : Dar es Salaam

Date of Birth : 9th, June, 1994

Nationality : Tanzanian

Gender : Female

Marital Status: Married

Residence : Dar es Salaam

**EDUCATION BACKGROUND**

2017-2018 : **Post Graduate Diploma in Legal Practices**

Law School of Tanzania

2013-2016 : **Bachelor of Law (LLB)**

Tumaini University Makumira

2011-2013 : **Advanced Certificate in Secondary Education (ACSE)**

Baobab High School

2007-2010 : **Certificate in Secondary Education (CSE)**

Esacs Secondary School

**WORK EXPERIENCE**

Aug 2022 To Date **EPIC HAULAGE COMPANY LIMITED**

**Position: Human Resources Manager and Legal Advisor**

**Duties and responsibilities:**

* Administer the hiring process, including advertising open positions, reviewing resumes, coordinating and conducting interviews, reference and background checks and drafting offer letters.
* Coordinating the induction and orientation process for new employees
* Maintaining up-to-date personnel information and files
* Managing staff attendance and productivity in the workplace
* Advising the management on all legal and compliance matters
* Enforcing disciplinary measures, staff rules and regulations
* Ensure availability of qualified and multi skilled staffs to meet company’s requirement.
* Administer maintenance, interpretations and review of the company Human Resources Manual when a need arises
* Dealing with industrial relations matters and ensure all associations of HR policies and procedures are up to date in line with the current employment and labour regulations law
* Develop and implement human resources strategies in relation to personnel policies, procedures and practices.
* Establish and maintain automated Human Resource Information System
* Participate in preparation of Human Resource and Administration Budget
* Administering performance appraisal, promotions, demotions and redundancy of employees in consultation with consultation with respective head of departments
* Managing employee relation and leave records
* Administering staff compensation and benefit scheme
* Maintain work structure by updating job requirements and job descriptions for all positions
* Managing staff welfare and development
* Initiate and manage monthly payroll
* Serve as a link between management and employee by handling questions, interpretations and administering contracts and help in resolving work related problems
* Prepare and provide monthly reports
* Conduct and analyse exit interviews to determine reasons for exit and progress reports as required.
* Drafting and administering all employment contracts

Apr, 2019 – July 2022 **ICOMCONNEX COMPANY LIMITED**

**Position: Human Resources Administrator**

**(Also acting as Legal and Compliance Advisor)**

**Duties and responsibilities:**

* Implementing the company’s Human Resources policy
* Ensuring that all employees adhere to company policies and bylaws
* Drafting and administering all employment contracts
* Coordinating selection, recruitment and placement of new employees
* Managing staff attendance and productivity in the workplace
* Preparing monthly staff payroll and filling statutory requirements
* Conducting periodic performance appraisal of all company staff
* Enforcing disciplinary measures, staff rules and regulations
* Dealing with staff welfare issues and resolving grievances
  + - * Maintaining and updating employees’ records and files
      * Scheduling and preparing agendas for management meetings
      * Acting as the Company Secretary in charge of all corporate affairs

### Advising the management on all legal and compliance matters

* Drafting all contracts and representing the company in negotiations

Aug 2018-Mar, 2019 **TANZANIABEWERIES LIMITED**

**Position: Assistant Human Resources Officer (Intern)**

### Duties and responsibilities:

* Administering staff contracts and assigning job descriptions to staff
* Preparing monthly staff roster and implementing job rotation

### Receiving daily attendance report of all employees from the secretary

### Crosschecking attendances and making follow-up on absenteeism

### Updating and reporting to management all employee-related matters

### Managing all employee welfare issues e.g. staff leave, sickness, etc

### Handling disciplinary matters and resolving according to labour laws

* Conducting monthly staff meetings and resolving staff grievances
* Performing other tasks as assigned by the Human Resources Officer

Sep, 2016-Sep, 2017 **AFRILEX LAW ASSOCIATES**

**Position: Legal Officer (Intern)**

### Duties and responsibilities:

* Advising clients on regulatory and statutory compliance matters
* Acting as Company Secretary for various corporate clients
* Drafting contracts, agreements, affidavits and other legal documents
* Representing corporate clients in contract negotiation and signing
* Representing corporate clients in labour disputes at the Labour Court
* Processing registration of new companies on behalf of clients
* Preparing and filing appeals, wills, deeds and other legal documents
* Representing clients in at the High Court and subordinate courts
* Representing clients in Mediation and Arbitration sessions

July-Oct, 2015 **ATTORNEY GENERAL'S CHAMBER**

**Position: Legal Officer (Intern)**

### Duties and responsibilities:

* Handling of legal complaints from the public
* Preparing charge sheets and preparing preliminary hearings
* Attending court sessions at various courts
* Assisting State Attorneys to write legal opinions, final submissions
* Conducting legal research and analyzing legal problems
* Preparing and filing legal documents, such as lawsuits and appeals
* Assisting in presenting evidence in the court of law
* Interpreting laws and court rulings involving the government

July-Oct, 2015 **KINONDONI DISTRICT COURT**

**Position: Intern**

### Duties and responsibilities:

* Preparing files for various cases for hearing at the court
* Drafting legal documents such as judgments, rulings and appeals
* Reviewing various courtroom forms as part of court proceedings
* Attending court sessions at the Resident Magistrate Court
* Taking notes on examining witnesses as part of court proceedings
* Performing other administrative tasks as assigned by my Supervisor

**TRANSFERABLE SKILLS AND ABILITIES**

* Strong interpersonal, team-work, organizational and communication skills
* Excellent interpersonal, team work and multi-tasking skills
* Ability to work in a demanding and busy work environment
* Interpersonal, organizational, administrative and teamwork skills
* Working knowledge of employment and labour relations Act
* Legal drafting skills with ability to prepare various legal documents

**REFEREES**

**Elly Ndekile Advocate John Mwita**

**Principal Lecturer**

Air Tanzania Training Institute Tumaini University Makumira

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**Sipho Limbe**

**Lecturer**

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