

DIANA MUUMBA
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PERSONAL PARTICULARS

Date of Birth : 14th February, 1996
Place of Birth : Dar es Salaam
Nationality : Tanzanian
Sex : Female
Marital Status: Single
Residence : Dar es Salaam

EDUCATION BACKGROUND:

2019 – 2021 : **Masters of Business Administration in Corporate Management**
Mzumbe University
2015 - 2018 : **Bachelor degree of Public Administration**
Mzumbe University
2013 - 2015 : **Advanced Certificate in Secondary Education (ACSE)**
Rosmini Secondary School
2009-2012 : **Certificate of Secondary Education (CSE)**
St. Christina Girls' Secondary School

WORKING EXPERIENCE

April 2021 to date **Bulyanhulu Gold Mine**
Position: U/G Training and Safety Administrator
Administrative tasks:

- Participate in creating and implementing training programs
- Maintain safety & training records (e.g. Trainee lists, site matrix, schedules, attendance sheets).
- Coordinate corrective actions generated from; Incidents / Investigation reports, Inspections, Hazard Reports, safety Meetings
- Book classrooms and ensure they are properly set-up
- Prepare and disseminate material (e.g. instructional notes, feedback forms).
- Act as a point of contact for vendors and participants
- Handle accounts receivable and ensure invoices are paid
- Resolve issues as they arise on site
- Submit reports on training activities and results
- Recommend improvements or new programs
- Ensure employees and vendors follow established policies

July, 2019 – March 21 **Wassha Inc**
Position: Human Resource Officer
Human Resource tasks:

- Assist with day to day operations of HR functions and duties.
- Compile and update employee records.
- HR projects (meetings, trainings, performance evaluations etc.
- Deal with employee requests regarding human resources issues, rules and regulations.
- Assist in payroll preparation by providing relevant data (absences,

- bonus and leaves)
- Communicate with public services when necessary.
- Properly handle complaints and grievance procedures.
- Coordinating the recruitment and selection process.
- Conduct initial orientation to newly hired employees.

May, 2019-July 2019 **Honest Logistics Limited**

Position: Administrative Assistant

Administrative tasks;

- Welcoming clients at the office and attending to them.
- Managing the office premises and ensuring the office is clean
- Maintaining the office diary and visitor's logbook
- Monitoring the staff attendance at the office.
- Maintaining office emails and incoming calls and correspondence.

Sept 2018-Jul 2019 **Employability Human Capital Solutions**

Position: Administrative and Recruitment Officer (Intern)

Administrative tasks:

- Welcoming clients at the office and listening to their queries
- Maintaining office diary and managing visitor's logbook
- Preparing daily reports on all engagements made with clients
- Maintaining a daily task list and fulfilling it on a priority basis
- Promptly responding to incoming phone calls and emails
- Maintaining and filing various official documents
- Typing, printing, scanning, photocopying and filing documents

Recruitment tasks:

- Placing job vacancy advertisements in newspapers and job portals
- Receiving and screening job applications based on criteria set
- Conducting background and reference checks on job applicants
- Phone calling and inviting candidates to attend job interviews
- Managing appointments and setting interview schedules
- Emailing and calling successful candidates to inform them
- Drafting appointment letters and contracts for new employees
- Performing other tasks as assigned by the Recruitment Manager

Oct, 2017-Feb, 2018 **Tanzania Roads Agency (TANROADS)**

Position: Assistant Human Resources Officer (Field Training)

Duties and responsibilities:

- Managing employee attendance log books
- Maintaining and updating employees' records in the systems
- Assisting the Human Resources Officer with filing OPRAS forms
- Assisting the HR Manager in updating monthly staff payroll
- Issuing sick sheets for employees who need to go to hospital.
- Handling staff welfare issues such as overtime, leave, etc.
- Performing other tasks as assigned by the HR Manager

Apr-July, 2016

Ministry of Works, Transport and Communication – Transport Sector

Position: Assistant Records Management Officer (Field Training)

Duties and responsibilities:

- Assisting to develop new files for various document categories
- Labeling, indexing, updating and maintaining various files

- Assisting customers and staff to locate files and retrieving documents
- Arranging and boxing documents which are not in circular use
- Moving boxed documents to the Records Centre for achieving
- Sorting and preparing obsolete documents for shredding

TRANSFERABLE SKILLS AND ABILITIES

- Self-motivated, creative, out-going and highly motivated
- Good interpersonal, organizational, administrative and teamwork skills
- Excellent interpersonal, team work and multi-tasking skills
- Ability to work in a demanding and busy work environment
- Working knowledge of Employment and Labor Relations Act

REFEREES:

Leonard Mutegeki Lwiza Head of ICT Unit

Ministry of Works, Transport and Communication – Transport Sector
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