

CURRICULUM VITAE

JOYCELINE PETER MABUGO

P.O BOX DAR ES SALAAM, Mob 0765587357, joycpeter2014@gmail.com

PERSONAL DETAILS

❖ Date of Birth	18 th September, 1990
❖ Place of Birth	Dar es Salaam
❖ Marital Status	Single
❖ Sex	Female
❖ Language	Fluent in Kiswahili & English
❖ Nationality	Tanzanian
❖ Religion	Christian
❖ Contact	0765587357
❖ Email	joycpeter2014@gmail.com

EDUCATION BACKGROUND

2015-2018	TANZANIA INSTITUTE OF ACCOUNTACY-DAR ES SALAAM TANZANIA Bachelor of Arts in Human Resource Management
2013-2015	TANZANIA INSTITUTE OF ACCOUNTANCY-DAR ES SALAAM TANZANIA Diploma In Human Resource Management
2011-2012	TUMAINI MAKUMIRA UNIVERSITY-DAR ES SALAAM TANZANIA Certificate In Records Management
2007-2010	BRIGHT ANGELS HIGH SCHOOL-PWANI Ordinary Level Certificate
2000-2006	BRIGHT GRAMMAR PRIMARY SCHOOL-MASAKA UGANDA Primary School Certificate

WORKING EXPERIENCE

MOHAMMED ENTERPRISES TANZANIA LIMITED-(METL MOTORS)

JUNE, 2022-UP TO DATE

HUMAN RESOURCE EXECUTIVE

- Manage and direct all HR tasks for an organization
- Oversee the daily work of the department
- Report to higher authorities such as CEO
- Filling up NSSF, NHIF, WCF details of the employees
- Training new staffs in the department
- Ensure all employees, managers, and executive adhere to HR company policies
- Handling discipline and termination of employees in according in company policy

- Maintaining safety and health issues in the workplace (OSHA)
- Work with CEOs to strategies and implement HR changes
- Create or modify staff benefits

WAN TONG TRANSPORT COMPANY LIMITED JANUARY 2020-JUNE 2022
HUMAN RESOURCE MANAGER

- Recruiting, Interviewing and hiring
- Training new staff in the department
- Handling discipline and termination of employees in according in company policy
- Over see the daily workflow of the department
- Providing support and guidance to HR generalists, management, and other staff.
- Managing the talent acquisition process, which may include recruitment, interviewing, and hiring
- Analyzing trends in compensation and benefits, researches and proposes competitive
- Create learning and development programs and initiative that provide internal development opportunities for employees.
- Maintains safety and health issues in the workplace (OSHA)
- Filling up NSSF details of the employees.
- Maintains knowledge of trends, best practice, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Performing other duties as assigned by the supervisor

EAST AFRICAN FOSSILS COMPANY LIMITED JANUARY-NOVEMBER2019
HUMAN RESOURCE OFFICER AND ADMINISTRATIVE ASSISTANT

- Performing administrative and office support activities for multiple supervisors.
- Fielding telephone calls, receiving and directing visitors, word processing, creating spreadsheets and presentations, and filing.
- Answering and directing phone calls
- Organizing and scheduling appointments.
- Assisting in the preparation of regularly scheduled reports
- Developing and maintaining a filing system
- Updating and maintaining office policies and procedures
- Ordering office supplies and research new deals and suppliers
- Maintaining contact lists
- Booking travel arrangements
- Submitting and reconciling expense reports
- Providing general support to visitors
- Acting as the point of contact for internal and external clients
- Liaising with executive and senior administrative assistants to handle requests and queries from senior managers

EAST AFRICAN FOSSILS COMPANY LIMITED SEPTEMBER-DECEMBER 2013
ASSISTANT WORKSHOP MANAGER

- Preparing daily workshop report and submitting all retirements to the cashier
- Filling and maintain all workshop document
- Directing technician duties based on the job card
- Receiving and attending duties based on the job card
- Preparing and keep order of the requirements of that are needed purposely for maintenance

MINISTRY OF WATER MAY-JULY2012
OPEN REGISTRY ASSISTANT (FIELD)

- Filing documents
- Maintaining records of files
- Movements and ensuring confidentiality
- Storage and cleanliness of records
- Maintain security of the document
- Working with quality assurance in any of the department at the institution

HOBBIES AND INTERESTS

- Reading novels and online news
- Listening to gospel music
- Learning international languages, interacting with new culture and travelling
- Reading books/historical books
- Playing and watching games

PERSONAL ATTRIBUTIES

- To contribute positive and be ideal person at any place
- Shall be friendly with any society from all levels
- Ability to work as team member
- Excellent in communicative and attentive
- Eager to learn on daily basis
- Ability to work as a team member

SKILLS

- Communication skills
- Managerial skills
- Microsoft word
- Microsoft Excel
- Emails

REFEREES

ALFRED JOHN
OPERATION MANAGER
JAS INTERNATIONAL COMPANY LTD
DAR ES SALAAM
allyjoh2@gmail.com
MOB- 0756 391694/0712 391694

LARGIUS ROGATI SUNGUSIA
SENIOR CUSTOMS OFFICER
TANZANIA REVENUE AUTHORITIES
DAR ES SALAAM
largius@yahoo.com
MOB-0713387744