

LOVENESS FREDRICK SOMI

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Personal Details

Full Name: Loveness Fredrick Somi

Gender: Female

Date of Birth: 28/08/1994

Marital Status: Married

Nationality: Tanzanian

Personal Summary and career objective

A hardworking team player, confident and committed to submission of assignments within deadlines. Abiding to professional ethics and perform duties with highest level of integrity. A proficient public speaker, I can easily adapt to varying circumstances and fit into a team while making a valuable contribution. I can easily accept changes and am looking forward to learn more every day from different people and environment and also am looking forward to develop my carrier.

Work experience

May 2023 – To Date Human Resource Trainee at SGS Tanzania Superintendence Co Ltd

This is an international company dealing with helping to meet regulations for importing products

My position here was **Human Resources Trainee** and my duties are:

- Monitoring of Training calendar and maintain attendance and file training certificates
- Record management of training programmes update and send report monthly
- Dealing with job advert shortlisting candidates and support interviews for different position
- Review SOP and update time to time
- Provide bank letters, introduction letters, police letters, government letter upon request
- Identifying missing documents n HR related folder and assist in internal HR audit of staff's folder
- Follow up on statutory bodies and be their contact person (NSSF, NHIF)
- Support on monthly payroll preparation and ensure payment
- Support on boarding process and induction of new staffs

- Provide administrative support on the online system by keeping employee records up to date and accurate
- Implement an efficient filing system both hard copy and on the internal system.
- All other activities assigned by my supervisor

July 2022 – April 2023 HR&Client Service Officer at QuickBiz Consultants

This is HR consultation firm dealing with selling HR software's, Business process outsourcing and different HR solutions e.g recruitments payroll training and performance management etc. The following were some of my duties;

- Build key customer relations, identify business opportunities, negotiate and close business deals.
- Developing presentations, proposal and quotations as needed in the sales process for the customers.
- Seek out new business opportunities and organize appointments with customers for sales pitch and negotiation.
- Achieve the set annual sales targets.
- Build, maintain and communicate pipeline of potential business for internal planning.
- Up sell company's products and services to the existing clients.
- Make regular contact with customers to ensure development and maintenance of a strong relationship for delivery of excellent customer service.
- Keep track of customer's communication and ensure timely action is taken on customers' requests and enquiries
- Keep existing customers informed on new developments in the company.
- Manage the debtors' records and ensure that follow up is done to collect payments when they fall due.
- Ensure that all sales activities are recorded and that the records are kept up to date with contacts.
- Submit weekly and monthly sales reports as required.
- Dealing with all the recruitments internally
- Handling internal monthly payroll from preparation to payment using Arut system
- All other responsibilities assigned by my supervisor

Jan 2020 – April 2022 Human Resources Assistant at TIM International

This is clearing and forwarding group of company dealing with importation and exportation of different fleet and cargo, as **Assistant HR** the following are some of my responsibilities:

- Provide support to HR manager and the team on ensuring that all staff have set personal objectives, performance reviews are conducted and performance documents are well signed and kept in individual staff file;

- Managing employee relations by ensuring fair and quick settlement of grievances and disputes;
- Leading in the interpretation and application of the labor laws and Company regulations;
- Providing appropriate advice and guidelines on all disciplinary matters;
- Liaising with appropriate regulatory and statutory bodies to ensure compliance and appropriate reporting;
- Managing and monitoring the administration of Staff welfare programs
- Management of medical insurance & pension scheme;
- Monitoring of working conditions in liaison labor office and any other responsible agency;
- Maintain official staff personnel files and ensure updated HRIS
- Assist in the design, development and delivery of strategic and operation HR services of the Organization
- Ensure that enquiries in HR office are dealt with promptly and courteously
- Handling recruitment and selection
- Preparing and handling payroll on Aruti system
- Preparing and administering leave roaster;
- Handling staff disciplinary issues including participating in disciplinary; committees to listen to case for employees;
- Preparing of termination, confirmation and employment related documents;
- Handling exit process including conduct exit interviews;
- Assist in the design, development and delivery of training programs;
- Any other duties that are assigned by management

May 2019 – November 2019 Human Resource Intern at Pact Tanzania

This is an international NGO with the focus on improving lives of orphans and vulnerable children. My position here was **Intern Human Resources** and my duties are:

- Arrange and update staff folders according to Pact filing system
- Preparation for interview files
- Printing and filling various documents
- Name and label all HR related folder as required
- Identifying missing documents n HR related folder
- Assist in internal HR audit of staff's folder
- All other activities assigned by my supervisor

November 2017 - September 2018 Internship at Confucius Institution in University of Dar es Salaam.

This institute is dealing with teaching Chinese language and culture in Tanzania. My position

Here I was **Assistance Office Administrator** and my duties are;

- Dealing with registration and application for different Chinese courses.
- Ensure the Chinese teachers have all the legal document and working permits.
- Participating in different Chinese events as the organizer.
- Ensuring different Tanzanian labor laws are well followed.
- Participating in different partnerships meeting and Chinese embassy meetings.
- Solve different dispute and conflicts between workers and workers and clients.
- Facilitate the daily activities in the office.
- Work with other branches that are under CI-UDSM.
- All other activities assigned by my supervisor.

August 2015 - Feb 2016 Assistance Human Resource officer in Kibaha Town Council

I was doing my field practice here and I was in charge with:

- Learning and practice the human resource management system (HRIS).
- Receive and dealing with letters from wards executives.
- Participating in general office meeting.
- Participating on preparation of budget for new financial year in the office.
- Participation in the recruiting and selection process.
- Participate in performance yearly review and appraise.
- Dress code checking.
- Handling day to day complains and dispute resolutions.
- Participating in negotiation and conflict resolution outside the organization.
- All other activities assigned by my supervisor.

March 2014 – June 2014 Assistance Human Resource officer in Kibaha District Council

I was a volunteer in the office and I was in charge with:

- Filling and distributing letters to different offices.
- Receiving and handling customer and complains.
- Participating in the general office meetings.
- Learning the human resource management system (HRIS).
- Attend on the interviews that were conducted here.
- All other activities assigned by my supervisor.

Academic qualifications

<i>Oct. 2016 – July. 2019</i>	<i>MZUMBE UNIVERSITY, Morogoro</i> <ul style="list-style-type: none">• Masters of Business Administration in Corporate Management
<i>Oct. 2013 – Jun. 2016</i>	<i>MZUMBE UNIVERSITY, Morogoro</i> <ul style="list-style-type: none">• Bachelor of Human Resources Management
<i>Mar. 2011 – Feb. 2013</i>	<i>Lutheran junior seminary, Morogoro</i> <ul style="list-style-type: none">• A Level (ACSEE): History, Kiswahili, Language (HKL)
<i>Jan. 2007 – Oct. 2010</i>	<i>Agape Lutheran junior seminary, Kilimanjaro</i> <ul style="list-style-type: none">• O-Levels (CSEE)

Further skills

Computer Skills. Microsoft package, internet

Languages Skills

- English (fluent speaking and writing)
- Swahili (fluent speaking and writing)
- Chinese (basic level)

Achievements, Interests and Personal Attributes & Aspirations

- Certified first aider by OSHA from Sept 2020-2021
- Aruti system on payroll and attendance management on the system
- Chinese language basic level speaking level two

- Participating in China-Africa Youth summit held in Beijing July 2018
- Participating in summer camp in China on July 2018
- Compulsory military training (JKT) from July 2013- October 2013
- Participating on youth skill and empowerment-2011

Interest & Extra Curriculum Activities includes:

- Travelling, Swimming and watching movies
- Charity events; co-founder and organizer for charitable carwash with intention of collecting money for the Orphans infants that are raised at KKKT Kimara parish.
- Also, university I participate in planning and attending different charity event for orphans disabled and people in needs.

Referees

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