**Kabange Wa Kabila Moise**

**Cell : +243 841 565 794 / +243 977 922 708**

**Email:** [**moisekabila9@gmail.com**](mailto:moisekabila9@gmail.com)

1. **PROFILE**

Computer Engineer, with more than a year of experience, mainly in electronic timekeeping. Professional experience acquired within the human resources / Time and Attendance department, in schedule management and time tracking.

1. **SKILLS**

* **Problem resolution**

Quickly identify problems, develop action plans, and lead action resulting in effective problem resolution.

* **Aptitude**

Adapt to new situations, quickly learn any new device, equipment, or software, and master it.

* **Leadership**

Leadership, planning, organization, and distribution of tasks, guaranteeing maximum team efficiency.

1. **EXPERIENCE**

**Time and Attendance Clerk / HR**

Kamoa Copper S.A. Kolwezi, DR Congo

* **March 2023 – Present**

**Provide access cards to new employees and subcontractors:**

* Check new employee information on the application form (Flowsheet)
* Capture employee data on the system according to standard operating procedures.
* Grant the employee access to various locations and sites as stipulated on the request form.
* Encode all employee information on the T&A (Time and Attendance) system.
* Inform employees about access rules and procedures.
* Print the access card and give it to the agent.

**Address requests relating to access cards:**

* Troubleshoot employee access card issues by investigating the reason for non-access.
* Ensure that for additional access, the employee completes a new process sheet.
* Disable access cards for terminated employees.
* Inform employees of access to designated areas and Kamoa SOPs

**Compile employee access reports:**

* Collect immediate report on system and access failures.
* Collect the report on consumables used for printing badges.

**Secretariat (intern)**

Sonas S.A/Lubumbashi, Golf Fina

* **March 2021 – May 2021**

• Receive and process files from new clients

• Assign insurance policies to new clients.

1. **PROFESSIONALLY TRAINED**

Itot Africa Lubumbashi

* October 2021 – November 2021
* Digital marketing

1. **OTHER SKILLS**
2. **Computer knowledge:** Microsoft Office Word, Excel, PowerPoint, Outlook.
3. **Computer software:**

* IntelliJ Idea
* Visual Studio Code
* Sublime Text
* Xtime

1. **STUDIES MADE**

**2021:** Bachelor’s degree in information systems Engineering at the Protestant University of Lubumbashi (U.P.L)

**2016:** State diploma in General Mechanics

1. **REFERENCES**

Valence Kalend, Officer HR / T&A, Kamoa Copper S.A/Kansoko

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