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|  | **CURRICURUM** | **VITAE** |
| **Full name** | **Andrew William Kadinde** |  |
| **Gender** | **Male** |  |
| **Nationality** | **Tanzanian** |  |
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# **PROFILE**

Highly enthusiastic and diligent Human Resource Junior Officer, with less than (1) years of experience in the Human Resource office for Administration organizations. Talented, creative, and well driven human resources and administration professional, ready to learn new skills and open to new experiences and challenges. Inspired by ethical and good conduct regarding human Resources professionalism as manifested from the execution of responsibilities.

Have demonstrated abilities to develop productive working relationships, flexible team, and acceptable levels of teamwork in situations calling for total dedication, and collaboration among different sectors/ stakeholders for implementing projects and meeting challenges. I am honest, committed, and attentive to details with strong interpersonal skills. In-depth experience in a leading organization with a high profile (International standards).

# **Top key skills and expertise**

Analytical Ability, Ability to Work Independently, Recruitment and Hiring, Onboarding, HRIS Expert, Intercultural Understanding, Interpersonal Skills, Payroll Management, Performance Management, Teamwork, Administration, Team Leadership, Change Management, People Management, Customer Service, Strategic Planning, Talent Management, Business Strategy, Organizational Development, Regulatory and Legal Compliance, Negotiation and Employee labor relations, Worker’s Compensation, Coaching and Mentorship, Flexibility, Adaptability, Resilience, Public Relations, Reporting and Documentation, self-motivation and Organization, Conflict Management, Problem-Solving, Digital Communication, Technological Aptitude, Reporting and Documentation (KPIs), Advanced Microsoft Office and Human Resources Generalist.

## Relevant experience

Human resource Assistant (Volunteer) February 2020 to May 2020 at Shinyanga Urban Water supply and Sanitation Authority (SHUWASA).

 Shinyanga Urban Water supply and Sanitation Authority (SHUWASA) is the authority with a mandate of supplying water services and removal of sewerage services at SHINYANGA region. Their Vision: A center of excellence in water supply and sewerage service regional and internationally. Their Mission “To provide quality, reliable and affordable water and sewerage service exceeding customer expectation” OBJECTIVES: Efficiency in service delivery improved, Water service provision (water service coverage) in the SHUWASA service area improved, Access to sanitation service in the SHUWASA service area improved, Corruption combating strategy established and enforced, New HIV/AIDS infections reduced HIV services provision improved and non-communicable disease reduced, Customer care service improved, Working environment and staff welfare improved.

 **Responsibilities:**

* Supervise Office Attendants, and Cleaners to ensure the office, staff compound, and expert staff houses environment is clean and ready in time for usage and accommodation–and presentable as per SHUWASA requirement.
* Assist the Senior HRO in processing and tracking National Staff employment contracts, job applications, and other necessary recruitment documents including Job Descriptions.
* Initiating staff training/capacity building needs assessment and advising the SHUWASA on the way forward for those needing capacity building.
* Assist with performance management evaluation tracking when due.
* Ensure time and effort forms are prepared and distributed to staff timely. Ensure timesheets are checked and payroll completed as per finance department instructions to all staff including incentive ones.
* Assist the SHUWASA in processing and tracking National Staff employment contracts, job applications, and other necessary recruitment documents including Job Descriptions Support the SHUWASA in facilitating the orientation of new staff on policies and procedures.
* Advise the SHUWASA Management on general staff issues, i.e., training needs, staffing level for National staff, and Incentive staff.
* Assist the SHUWASA in all required administrative and secretarial work, including preparation of letters, typing documents/reports, filling correspondence, photocopying and supplying resource materials, drafting letters and other materials.
* Maintain the smooth flow of information and communication in the office receiving and channeling all correspondence to the appropriate persons internally and externally.

**February 2017-June 2017**

Human Resource officer (Field training) at TANESCO Company

 Tanzania Electric Supply Company (TANESCO) was established in 1964, It is wholly owned by the Government of Tanzania. The Ministry of Energy and Minerals regulates the operations of TANESCO. Its business includes; Electricity Generations, Electricity transmission, Electricity distribution and sale of electricity to the Tanzanian mainland and bulk power supply to the island of Zanzibar.

 The company has the workforce of 7300 persons, its main offices are located in Ubungo west of Dar es salaam central business district and it operates regional offices thought the country.

**Key responsibilities**

1. Assisting in recruitment and selection process, through identifying and attracting qualified candidates for various positions within the company.
2. Maintaining Employees relationships by managing employee grievances and disputes.
3. Helping the process of training and development of employees.
4. Developing and implementing performance management systems and providing regular feedback to employees on their performance.
5. Administering salary and benefits programs
6. Maintaining accurate and up to date employee’s records.
7. Managing relationships with employee unions and other stakeholders.

**Academic qualification**

Bachelor Degree of Human Resource Management- National institute of transport 2016-2019

## Other knowledge

• Computer skills in computer application such as Microsoft word, Microsoft Power Point and Microsoft excel Basics on internet and web browsing.

## Personal attributes

* Fluent communication in both Swahili and English languages
* Working under pressure with minimum supervision
* Fast learner and adaptive in new skills and knowledge
* Team working and interpersonal skills

##  Referees

**Mr. Michael Andrew Jaka**

District Commissioner’s Office**-** Nachingwea- Lindi

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