

# PETER LEONARD UIISO

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## **PERSONAL DETAILS:**

Sex : Male  
Nationality : Tanzanian  
Marital Status : Single  
Residence : Dar es Salaam

## **PROFESSIONAL PROFILE:**

Motivated Human Resources professional with a drive for serving as a dedicated support specialist and energetic team member adept in assisting with recruitment of employees, as well as the management of existing employees. Experienced in managing employee and community outreach programs and dedicated to working towards the mission of a company.

## **WORK EXPERIENCE**

**February 2024- Present, SEAGULLY TANZANIA COMPANY LIMITED.**

**Position; DEBT COLLECTOR,**

### **Task performed**

- Reviewing the company debtor list.
- Contacting customers and informing them of their overdue bills.
- Advising customers on their payment options and suggesting methods of payment.
- Negotiating suitable payment plans.
- Maintaining customer payment records.
- Preparing customer financial statements for banks and the state credit department.
- Writing final notice warnings to customers when payments are not being made.

**October 2023 – 30 December 2023, PRANCE INTERNATIONAL TRADE COMPANY LIMITED**

**Position; Assistance Human resource officer**

### **Task performed**

- Act establish a positive, health and safe working environment in accordance with all appropriate legislation and regulation.
- Ensuring proper records indicating workers' attendance and work report time.
- Implement performance management process which include, monitoring the performance of the staff on an on-going basis and conducting an annual performance review.
- Assisting Human resource officer in application and renewal of work permits for Chinese expertise.
- Assisting Human resource officers in ensuring timely payment of terminal benefits to respective staff
- Solving all employee grievance arise between the employees as well as their Chinese expertise.
- Ensure collective bargaining between the employer and employee
- And performed all duties and tasks as per given by Chinese expertise.

**May 2023- JULY 2023, Peace life for persons with disability foundation (PLPDF)**

**Position: Assistance human resource officer**

**Tasks performed**

- Providing people with disability communities with voices of our own
- Identifying the needs of peoples with disabilities
- Expressing views on priorities
- Advocating for change
- Raising public awareness

**26<sup>TH</sup> JULY-15<sup>TH</sup> OCT 2021 KINONDONI municipal council (Mikocheni ward) Dar-es-salaam**

**Position: Assistance ward executive officer (Field Training)**

**Tasks performed**

- To supervise operation within Mikocheni ward as per regulation
- To help (WEO) to coordinates inspection and supervisory activities.
- To identify and prevent any relationship that may lead to conflict of Interest

**July-Oct, 2015 Tanzania Electric Supply Company Limited (TANESCO)**

**Position: Human Resources Assistant (Field training)**

**Tasksperformed:**

- Handling queries from visitors at the Reception Desk
- Managing the employee reporting log book and issuing sick sheets
- Directing visitors to respective departments get needed services
- Responding to phone calls and emails from customers
- Provided administrative support during staff seminars/workshops
- Photocopying, scanning, typing and printing various documents
- Updating and maintaining employee files and related records
- Filing and maintaining paper or electronic documents and records
- Receiving application forms and registering new members

## **EDUCATION AND QUALIFICATIONS:**

2019-2022	:	<b>Bachelor Degree in Human Resource Management</b> Institute of social work (I.S.W) G.P.A 3.5 Upper second class
2019	:	<b>Certificate of Achievement in Basic Driving</b> Emirate driving school Pass
2019	:	<b>Certificate in Basic Chinese Language</b> Confucius institute at the University of Dar es Salaam (UDSM) G.P.A Pass
2016-2018	:	<b>Ordinary Diploma in Human Resource Management</b> National institute of transport (N.I.T) G.P.A 3.3 Lower second class
2010-2013	:	<b>Advanced Certificate of Secondary Education Examination</b> Midland High School

## **TRANSFERABLE SKILLS AND ABILITIES:**

- Self-motivated, creative, out-going and highly motivated
- Excellent interpersonal, team work and multi-tasking skills
- Ability to work in a demanding and busy work environment
- Interpersonal, organizational, administrative and teamwork skills
- Working knowledge of Employment and Labor Relations Act
- Legal drafting skills with ability to prepare various legal documents

## **COMPUER SKILLS:**

- Advanced Microsoft Office include; Word, Excel, Access, Power Point, outlook, Teams and planner; simply personnel, HR Online

## **HOBBIES:**

- Learning languages
- Travel
- Machine learning
- Community involvement
- Reading

**REFERENCES:**

**Mr. Allan Leonard**  
**Senior Human Resources,**  
KEDA (T), Co Ltd,  
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