

(CV)

DENNIS RAPHAEL NKINI

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www.linkedin.com/in/dennis-raphael-134189108 PHYSICAL ADDRESS: TEGETA, DAR ES SALAAM, TANZANIA

|LANGUAGE: SWAHILI AND ENGLISH

Profile

I am a conscientious and value-adding individual with the ability to partner effectively with others to execute a common goal. As a Human Resources Generalist with over eight (6) of working experience in human resources, administration, accounting, logistics, and procurement.

I am a creative and innovative thinker with the ability to coordinate office operations and procedures to ensure organizational effectiveness, efficiency, and safety. I am a well-organized man with effective human resources and administrative skills, goal setting ability combined with superior leadership, team building, communication, organizational, interpersonal, and presentation skills. I am a self-motivated individual with the ability to excel in a fast-paced environment, communicate effectively at all levels, manage competing priorities, adapt readily to new challenges, problem solver, and good decision-maker.

I have excellent computer knowledge with advanced skills in Microsoft Excel, word processing, office outlook, internet, and email, Microsoft teams, google drive, PowerPoint, and ERP (Unit4 ERP, SAP, and ARUT).

Work Experiences

SGS Tanzania Superintendence Company Limited| Dar es Salaam, Tanzania

Human Resource Officer|2024 to Date

SGS Tanzania is part of SGS, the world's leading testing, inspection, and certification company. Operating in Tanzania since 1962, SGS Tanzania provides a wide range of services across various industries, including minerals, industrial, environmental, agricultural, oil, gas, and chemicals.

- supporting Hr-manger on the boarding process, including induction of new employees and shine program
- Assist Hr. Manager to develop operational integrity.
- Records management of training programs implemented in the company.
- monitoring training calendar, maintaining training attendance register through file training certificates.
- Ensure all HR-policy manuals are circulated to the company locations
- process, verify and maintain documentation relating to personnel activities such as staffing, recruitment, training, grievances, performance integrity.

- Filling CVs to the database, prepare job profiling for interviews, Salary negotiation
- Serves as point of contact for compensation and benefits by providing information and advice to staff regarding their entitlement, payroll circle, responding to salary inquiries such as salary adjustments, promotions, etc. ensure monthly timesheets are properly and timely filled and hours are apportioned as per ELRA of URT.
- Conducting regular market surveys to determine the best prices for quality services in conjunction with any appointed specialist by getting the cost estimates which are then compared against the quotes.
- Handle general disciplinary procedures in accordance with the Employment labor Relation Act of Tanzania.
- Co-ordinate the employee exit process when an employee is terminated, including exit interview coordination of final pay and communication with finance.
- Facilitate and co-ordinate health and safety awareness, trainings and weekly Safety discussion throughout for every Year.

Africa HealthCare Network| Dar es Salaam, Tanzania

Center Manager -|Human resources and Administration| March 2021 to-Feb 2024

Africa Healthcare Network (AHN) is the first and largest dialysis chain across Sub-Sahara, AHN provides high-quality, life-saving dialysis at an affordable cost established over 60 centers across East Africa, including locations in Tanzania, Kenya, Rwanda, and Mauritius. with emphasize training and education for healthcare professionals, aiming to improve the overall healthcare industry in the region.

Duties and Responsibilities:

- Lead, oversee and coordinate the preparation and implementation of the administrative work program to ensure compatibility with work priorities and objectives.
- Managed payroll administration in ensuring company compliance with statutory and policy requirements pertaining to AHN compensation and benefits for staff, including social scheme funds, medical insurance services, PAYE, workers compensation fund, and other fringe benefits.
- Collaborate with management on successions planning and leadership development programs and design and implementation to ensure business continuity and retention of high-quality talent.
- Design orientation program ensure a smooth admin process and provide appropriate communication with new hires prior to start date to provide necessary information to ensure smooth onboarding.
- Plan and oversee budget including, administration, recruitment, staff wellbeing, and office expenses.
- Develops the HR and admin plan in line with the AHN human resources policies and employee handbook manual.
- Liaising with the line manager, ensuring manpower requirements for the business are met and ensuring the recruitment and selection process is streamlined and efficient.
- Manage budget and procurement of required office supplies and upkeeps including overseeing the accuracy of inventory and distribution records.
- Manage the activities and work of direct reports by providing formal and informal feedback to ensure that work is carried out efficiently in line with the individual's targets.

- Partner, consult and manage line managers to educate and advise on all stages of the employee life cycle including recruitment, induction, performance management, employee relations, and disciplinary procedures.
- Lead the performance management process within the business by guiding and advising managers.
- on continued staff development by setting objectives, development plans, coaching, and providing feedback.
- Consult with line managers to proactively identify and address employee performance issues.
- Lead the development and implementation of HRMS systems ensuring effective integration with payroll and other internal business systems.
- Ensure up-to-date and legally compliant employment contracts and agreements in accordance with local laws, regulations, policies, and AHN employee handbook.
- Provides an effective employee relations service to line managers and staff, ensuring that advice and/or counseling is given as appropriate.

Sunda (T) Investment Company Limited| Arusha, Tanzania

Human Resource and Administrative Officer| Jan 2019-February 2021

Sunda is a leading Africa-focused private manufacturing and trading company It is dedicated to the research and production of ceramic products, sanitary ware, hygiene products, household daily care products, personal care items, and hardware products.

Duties and Responsibilities:

- Effective coordination of HR processes ensuring timely staff recruitments, job profiling, staff induction, staff transfers and separations, labour relations, performance management, remuneration surveys, employee surveys, leave management, in line with organizational policies, standards and contemporary HR practices.
- Timely preparation of quality HR correspondences and packages relating to staff recruitment, contract terminations, promotions, transfers, salary adjustments, employee requests, background checks and separations in line with Sunda policies and standards.
- Monitor timely submission of Organization returns such as Immigrations returns, Labor returns and any other returns that government may require.
- Recruit right candidates for the right positions at the right time using nondiscriminatory recruitment processes taking cognizance of Sunda commitment to child protection, diversity and inclusion.
- Assist employees' administrative issues such as facilitation of introductory letters for Bank issues, Immigration issues and Police issues in a timely manner.
- Orient visitors and new recruits on office procedures, arrangements, and office workplaces.
- Responsible for managing staff data in the HRIS including staff hiring, data update, orientation and troubleshooting system issues.
- Conduct periodic reviews country with director of Human resources on employee database in HRIS and staff file records for completeness.

- Provide periodic support to the emergency team specifically on recruitments, contracts, disciplinary, performance processes and orientation of key policies and guidelines.
- To process work permits and resident permit for Sunda International staff.

Knowledge and Skills

- Excellent communication skills both written and auditory.
- Possession of immense knowledge of Tanzania ELRA and its rules and regulations.
- In-depth knowledge of chairing disciplinary hearings and handling CMA cases.
- Time management and multi-tasking
- Sound knowledge of Enterprise Resource Planning Systems (ERP Unit4, SAP & ARUTi).
- Demonstrated employee relation skills.
- Data Collection, Data Analysis and Data Entry skills
- Organizational and communication skills
- Knowledge of Microsoft office suites including Excel, word, power point Email and Microsoft outlook
- In-depth knowledge of human resource management principles and best practices including employee relations, compensation, and benefits, Human Resource policy, procedures, and staffing management.

Education Background

- Bachelor's degree of Political Science and Public Administration 2013-2016
- Advance Certificate of Secondary Education- Old-Moshi Secondary School 2011-2013
- Ordinary certificate Of Secondary Education- From Arusha Day Secondary School, 2007-2010

Referees:

Mr. Samweli F, Massawe Assistant Quality Officer Tanzania Medicine and Medical Devices Quality Control Laboratory-Sub- Head Office, P. O. Box 77150, Dar es Salaam. Mobile: 0759333499	Dr.Daudi D. Mahende Medical Doctor Cardinal Rugambwa Hospital. P.O Box 40960, Dar es Salaam Email:daudimahende@gmai I.c om Mobile: 0764890665	Mr. Fredrick Angello Mwamyalla, M-Commerce Marketing Specialist Vodacom. P.O.Box 2369, Dar es Salaam. Fredrick.mwamyalla@mpesa.co.tz Mobile: 0754711793
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Declaration

I, Dennis Raphael, hereby certify that all information's stated therein are true to the best of my Knowledge, skills and my belief.

Sincerely

D.R. Nkini