

REVINA WILLIAM MGANGA

Email: revinawmganga3@gmail.com

Phone: +255 625 007 006

Location: Dar es Salaam, Tanzania

PROFESSIONAL SUMMARY

I am a recent Human Resources Management graduate with hands-on experience as Assistant HR Officer at OLECO Limited. Demonstrated expertise in recruitment, payroll administration, employee records management, and HR administrative support. Passionate about implementing HR best practices, ensuring labor law compliance, and fostering positive organizational culture. Seeking to leverage academic knowledge and practical experience to contribute effectively as an HR Officer in a dynamic organization

CORE COMPETENCIES

- **Recruitment & Selection:** Interview coordination, candidate screening, hiring support
- **Payroll Administration:** Payroll preparation, employee compensation management
- **Employee Records Management:** Data maintenance, file organization, HRIS systems
- **HR & Office Administration:** Policy implementation, compliance monitoring, documentation
- **Budget Planning:** HR budget preparation, cost analysis, resource allocation
- **Labor Law Compliance:** Employment regulations, workplace policies
- **Cross-Cultural Communication:** Multicultural team collaboration
- **Performance Management:** Employee evaluation systems, talent development
- **Organizational Development:** Culture improvement, employee engagement

PROFESSIONAL EXPERIENCE

❖ Intern Assistant HR Officer-OLECO Limited, Dar es Salaam March 2023 - April 2023

- Supported recruitment processes by assisting with candidate interviews and selection procedures
- Prepared comprehensive payroll lists for all company employees under HR supervision
- Maintained accurate employee records and updated personnel files in compliance with company policies
- Assisted in developing HR budgets for short-term organizational planning initiatives
- Provided administrative support for daily HR operations and special projects
- Collaborated with HR Officer to manage day-to-day departmental responsibilities
- Ensured proper documentation and filing systems for employee-related materials

EDUCATION

- Bachelor of Human Resources Management -Moshi Co-operative University (MOCU) (2021 – 2024)
- Advanced Certificate of Secondary Education (ACSEE)-Tinde Girls Secondary School (2019 – 2021)
- Certificate of Secondary Education (CSEE)-Kamena Secondary School (2015 – 2018)

PROFESSIONAL DEVELOPMENT INTERESTS

- Human Resources Best Practices and Industry Standards
- Employment Law and Labor Relations
- Talent Management and Performance Systems
- Compensation and Benefits Administration
- Organizational Culture Development
- Cross-Cultural Workplace Dynamics
- Employee Engagement Strategies
- HR Technology and Information Systems

REFERENCES

i. NURATH H. TWAAKYONDO

Human Resources Manager

OLECO Limited

Email: ntwaakyondo@gmail.com

Phone: +255 655 215 852

ii. MR. SALUM MUSSA MAREGERI

Lecturer, Department of Human Capital Management and Administration

Moshi Cooperative University

Email: samkiara.1996@gmail.com

Phone: +255 779 821 349