

CURRICULUM VITAE

NAME: SAIDI SELEMANI LALI

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WORK EXPERIENCE

Position: Senior HR and Admin Officer at Dangote Cement Limited Tanzania

Period: (July 2018 to date).

DUTIES AND RESPONSIBILITIES

1.0 Compensation and benefits.

- Prepare and maintain monthly payroll by ensuring timely and accurate processing.
- Ensures timely updating staff information includes new hires, terminations, and changes in pay rates.
- Develop a consistent compensation philosophy in line with work culture and organizational objectives.
- Ensure that compensation practices comply with current legislation.
- Prepare and review monthly government statutory deductions (NSSF, WCF, Trade Union, HELSB, PAYE and SDL) ensure they are being paid on time.
- Participate in salary and labour market survey to determine prevailing pay rates and benefits.
- Liaise with Internal Control in reviewing monthly payroll and reconciliation include providing clarification where is necessary.
- Responsible for preparing and calculating employee's final benefits and or any other allowances during exits.
- Resolve Payroll discrepancies by collecting and analyzing information from responsible Officers/Managers.
- Participate of conducting periodic audit.
- Prepare monthly subcontractor's payments based on monthly attendance report.
- Updates and manage staff information include Leave and others information.
- Prepare the Annual Manpower Budget and CAPEX
- Advise on employee's benefits review.
- Prepare and submit monthly reports includes HR Matrix, Headcount, Key Risk Indicator (KRI) and Gender Diversity.
- Be reference point for all SAP related issues in HR Department.
- Provide basic knowledge to staff concerning salary deductions.

1.1 Administration.

- Ensure on time payment of utility bills for company rent houses such as TV subscriptions, water bill and electricity.
- Ensure rented expatriate house meet the standard base on Company policy.
- Responsible for preparation of vendors payment.
- Responsible for ordering and managing office stationaries.
- Arrange payment of hotel bills, air tickets and rented buses and houses.
- Supervise and manage staff buses and company light vehicles.
- Supervise office cleaning and ensure that all environment around the company and expertise houses are clean.
- Supervise and arrange maintenance of office vehicle.
- Arrange accommodation for all company visitors by book hotel.

1.2 Time and Attendance.

- Handling Attendance Management System and ensuring attendance are accurate.
- Create attendance master file for new joiners.
- Update attendance roster on the system whenever there are changes.
- Prepare monthly attendance report for both local and expertise.
- To ensure the relevant HAM database is updated and contains accurate information of employees.
- Respond enquiries and complaints based on the attendance records.
- Maintain leave information in the system.
- Ensure there is adherence to all company police and procedures.
- Timely reporting of all irregularities.
- Cross check attendance for local and experts' staff and informs respective Managers.

1.3 Other Duties.

- Deal with creating purchasing requestion (PR) and service.
- Custodian of employee's files by ensuring that staff information filed by company requirements.
- Conduct pre-exit interview.
- Ensuring that any promotions, transfers and pay rises take effect as planned.
- Support and guide employee on KPIs Setting and annual performance appraisal.
- Organizing and arranging interviews for candidates.
- Make sure that employee comply with Company policy and regulations.
- Participate on interview and ensuring that candidates are asked relevant questions.
- Work jointly with line managers on designing the relevant job descriptions.

- Conducting pre-employment checks on job applicants for references, medical approval, academic etc.

2.0 Attended Workshop and Training

- ✓ Mental Health for Organization Success – July 2022 (*Institute of Social Work*)
- ✓ KPIs Setting (22/12/2019 - Dangote Academy)
- ✓ Appraisal Process (19/03/2020 – Dangote Academy)
- ✓ Leadership Blind Spots (31/10/2021 – Dangote Academy)
- ✓ Strategic Human Resource (15/02/2022 – Dangote Academy)
- ✓ Human Resource Compensation and Benefits (27/05/2022 – Dangote Academy)
- ✓ Administration Human Resource (21/09/2022 – Linked in Learning)
- ✓ Talent Management (17/12/2022 – Linked in Learning)
- ✓ Strategic Human Resources (20/07/2023 – Linked in Learning)

3.0 Education Background

Sn	School Attended	Course Attended	Year	
1	Mzumbe University	Bachelor Degree in Human Resource Management	2014	2017
2	Tanzania Public Service Collage	Diploma in Records Management	2011	2013
3	Mtapika Secondary School	O Level	2007	2010
4	Nyasa Primary School	Primary Certificate	2000	2006

4.0 Key Skills and Competencies

- Payroll Processing
- Competent in SAP, UNIS, VIRD, SuccessFactors.
- Ability if handling daily activities with high level of confidentiality.
- Manpower Budget preparation and monitoring.
- Competence on computer application (Microsoft Team, Microsoft Office, Microsoft Excel, Share point, Outlook, and Power Point)
- Ability to work with zero supervision.
- Easy to adopt new environment and challenges.

5.0 Hobbies

- Cooking
- Listen Music

6.0 Referees

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