

PETER HOKORORO

CONTACT



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Tanzania



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CORE QUALIFICATIONS

- Ability to work without supervision and maintain strict time schedules.
- Computer literate.
- Excellent communication, reporting and interpersonal skills.
- Good supervision skills.
- Evaluating and estimating
- Administration and management

PERSONAL INFORMATION

PERSONAL PARTICULARS:

Date of birth: 1st February, 1990.

Nationality: Tanzanian.

Marital status: Married.

AFFILIATIONS

Certificate of Professional Course in Information Technology.

Member of Rotaract Club - Mzumbe University.

Member of the International Youth Fellowship (IYF).

EXTRACURRICULUM

ACTIVITIES:

Reading books.

Travelling.

Listening to music and watching movies.

LANGUAGES

Qualified and results-driven HR with extensive background in advanced management processes and a proven track record of offering management, producing quality outcomes through dynamic leadership and motivational techniques towards meeting targets consistently. Utilizes superior communication skills to build meaningful, trusting relationships with personnel for better organization performance; and I am eager to gain further knowledge and skills in established organizations with a fast-paced setting.

EXPERIENCE

1st May 2020 to Current

Human Resource Officer - Ellen and Ethan Consult, Dar Es Salaam & Rufiji, Tanzania.

- Handling AC-EE Joint Venture (Client) contractor for Julius Nyerere Hydropower Project Stationed with more than 5000 employees.
- Employee Recruitment and selection.
- Preparing and handling employee and other company contracts.
- Handling Disciplinary matters.
- Compliance (NSSF, WCF).
- Payroll.
- Keeping Records (leave, files).
- Timesheet.
- Attendance.
- Queries and Grievances handling.
- Induction/Training on Human Resource rules and regulation (ELRA) and work area Policies.

1st August, 2017 to 30th April, 2020

Human Resource Officer - Elite Careers Choices (T) Ltd, Dar es Salaam, Tanzania.

1st July, 2019 to 30th April, 2020 (AC-EE JOINT VENTURE)

- Handled AC-EE Joint Venture (Elite Client) contractor for Julius Nyerere Hydropower Project with more than 40 employees.
- Preparing payroll.
- Handling employee records.
- Handling Disciplinary matters.
- All matters that fall under Human Resource Management.

1st September, 2019 to 30th April, 2020 (Leadcom Integrated Solution Ltd (a Tech Mahindra company))

- Preparing payroll.
- Handling employee records.
- Handling Disciplinary matters.

1st August 2017 to 31st July 2019 (Burque East Africa (T) Ltd)

- Recruitment and Selection.
- Handling Disciplinary matters.
- Handling Attendance (Biometric).
- Verifying payroll.

Fluent in reading, writing and speaking English and Swahili.

REFEREES

1. Mr. William Dickson Kowero,
Production and Supply Chain
Officer/Assistant,
Sigma Hair Industry,
Dar es Salaam
Phone: +255 682 399 617

2. Mr. Donald Maeda
Senior Contribution Officer
Public Service Social Security Fund,
Temeke Zone - Dar es Salaam.
Phone: +255 784 547 2.
E-mail: dmaeda@ppftz.ord ,
dmaeda@live.co.uk

3. Ms. Jacqueline John,
Country Manager,
Elite Careers Choices,
Dar es Salaam
Phone: +255 768 764 498

- Keeping Records.
- Follow-up on shortages occurring from sales.
- All matters that fall under Human resource management.

November, 2014 to November 2015

Procurement and Store Officer - IPTL (*Independent Power Tanzania Ltd*) under *Hankel Consult Ltd*, Dar es Salaam, Tanzania

- Assisting the Procurement and Store Manager.
- Received different office items.
- Kept record of all the items received for the office.
- Issued items for the office.
- Stock taking.

July, 2014 to October, 2014

Administration Officer - *KEC International Ltd*, Dar es Salaam, Tanzania

- Authorize payments
- Working on CTA (Caring Temporary Assignment).
- Handling Disciplinary matters.
- Crosschecked the Petty Cash System (PCS).
- Assisted the administration staff, commercial staff and logistics staff.
- Worked on travel visas for foreign employees.
- Worked on special passes for foreign employees.
- Worked on work permit for foreign employees.

July, 2012 to September, 2012.

Human Resource and Administrative Field Officer - *Tanzania Fertilizer Company*, Dar es Salaam, Tanzania

- Prepared Interviews.
- Shortlisting.
- Drafted letters for interview.
- Prepared questions.
- Arranged interview session
- Verified payroll.
- Authorized payments.

May, 2011 to December, 2012.

Customer Care personnel under *Erolink Ltd - Vodacom Tanzania Ltd*, Dar es Salaam, Tanzania

- Deal with M-Pesa queries.
- Registration of new customers.
- Dealt with customer charges query.
- Assisted customers directly according to their needs.

EDUCATION

2016

**Post Graduate Diploma in Law Mediation and Arbitration
Institute of Social Work, Dar es Salaam.**

2014

**Bachelor in Human Resource Management
Tumaini University, Dar es Salaam.**

2010

**Certificate in Human Resources Management
Mzumbe University, Morogoro**

2006

O-Levels

Anne Marie Secondary School, Dar es Salaam.

2002

Certificate for Primary Education

Tumbi Primary School, Dar es Salaam