|  |  | **CURRICULUM VITAE** |
| --- | --- | --- |
| **PERSONAL INFORMATION** |
| **NAME** | **:** | **FABIAN MATHIAS ANDREA** |
| **E-mail** | **:** | **mathiasfabian79@gmail.com** |
| **PHONE NUMBER** | **:** | **0787038193** |
| **ADDRESS** | **: TEMEKE, DAR ES SALAAM** |

**SUMMARY**

**I am a highly organized, dedicated and diplomatic Employees Relations and Human Resource Officer, with a proven ability to improve working environments and a commitment to employee welfare. Sensitive to employee concerns, I possess strong interpersonal skills, demonstrating the utmost discretion and integrity when dealing with confidential information. I am also proficient in business, reflected in familiarity with employment law.**

**SKILLS**

* Human Resources Management
* Labour laws
* Employee Relations
* Administrative Skills
* Operations Management
* Employee Recruitment & Retention
* Computer Literacy
* Communication Skills
* Training & Development
* Employee Engagement

| **EDUCATION** |  |  |
| --- | --- | --- |
| **INSTITUTION** | **AWARD** | **YEAR** |
| **INSTITUTE OF SOCIAL** | **Bachelor Degree of Labour** | **2018-2021** |
| **WORK** | **Relations and Public** |  |
|  | **Management** |  |
| **ITIGI HIGH SCHOOL** | **Advanced Certificate of** | **2016-2018** |
|  | **Secondary School** |  |
| **KILIMATINDE** | **Certificate of Secondary** | **2012-2015** |
| **SECONDARY SCHOOL** | **School** |  |



**WORK EXPERIENCE**

**Human Resources Administrator**

**Cops Security Tanzania Ltd-DSM (2023-Current)**

* Managing company organizational structure, responsibility and staffing levels.
* Developing meaningful relationships with partner companies resulting in an improved contract renewal rate.
* Consulting with management in developing and executing business strategies that build organizational capabilities,behavior,structure and process.
* Serving as the first point of contact for virtual & onsite employee inquiries.
* Updating performance strategies including management-employees meetings that help in increasing retention.
* Working with line managers and union leaders to handle employee complaints, settle disputes and resolve grievances.

**Human Resources Officer**

**GoodWill Ceramic (T) Company-PWANI (2021 October - 2023 February)**

* Tracked HR issues to resolution & escalation.
* Coached managers & employees on performance matters.
* Worked on behalf of employees to ensure a safe & healthy work space, conducive to results.
* Completed HRIS data entry, masterroll, attendance & processed payroll requests.
* Helped to ensure employee retention by listening & understanding the desires & needs of employees.
* Developed & Implemented Grievance Redressal mechanism by proactively implementing Grievance Redressal forums for employees.
* Gave new hires a rundown of important job information, such as company policies, employee benefits, and job responsibilities.
* Assisted or represented management in statutory conciliation/non statutory mediation/advisory arbitration proceedings.

**HR Supervisor-Field Training**

**Star General Supplies Ltd (2020)**

* Handled recruitment, training and development of employees.
* Provided advice to staff experiencing conflicts in their jobs.
* Oriented new employees on the policies of the company.
* Performed other administrative tasks along with the Administrative Officer.
* Interpreted labor contracts to seasonal employees.

**REFEREES**

**1. MUSTAFA ISSA**

Address: Clinton Enterprise Limited

Position: Head of Logistics

Contact: 0785909095

1. **MARIA MTINYA** Address:Manyoni District Hospital Position: Doctor

Contact: (+255) 789 348 918

**3**. **AUGUSTINE SEVERINI**

Address:Startimes Tanzania

Position: Marketing Manager

Contact:+255 758 284 043