

NEEMA GODLAYS MUKURASI

0714774443



neemahobokela@gmail.com



Arusha, Tanzania



EXPERIENCE

GROUP HUMAN RESOURCES MANAGER

GADGETRONIX.NET, MIRACLE EXPERIENCE AND TANZANITE EXPERIENCE | February 2023 - Present

- Staff capacity development according to the needs of the company.
- Advises on issues pertaining to selection, retention and termination of employees.
- Oversee employee relations
- Succession planning for experts.
- Periodic review of human resource management strategies and policies
- Full circle recruitment
- Provides employee relations support such as conflict resolution and ensuring consistent and equitable treatment of employees.
- Disciplinary action and performance improvement counseling.
- Payroll and HR systems management
- Provides employee relations support such as conflict resolution

HUMAN RESOURCES AND ADMINISTRATION MANAGER

Maple Resources Limited | Jan 2019- Jan 2023

- Manage the staffing process,
- Ensure job descriptions are up to date and compliant with all regulations
- Investigate and resolve employee issues and conflicts
- Oversee the performance management process
- Use performance management tools to provide guidance and feedback to team
- Maintain HR systems
- Ensure compliance with all legal requirements related to HR.

PR AND EVENTS MANAGER

EFM and TVE | Aug 2015- Dec 2018

- Lead planning and execution of PR strategy
- Supervise and Coach PR, social Media and Events teams
- Pre and post event planning
- To develop and oversee company's online presence
- Oversee cross market efforts to drive strategies that are in line with company's growth plan.
- Conceptualise and execute annual events calendar
- Plan and execute brand engagement campaigns
- To assist with marketing to source for sponsorships
- Manage all sponsorship activities

PROFILE

A dedicated human resources and administration specialist with more than 12 years' experience managing administrative and human resources operations.

A gifted people's person with a passion for delivering Excellence.

EDUCATION

Bachelors of Law (LLB)

The Open University of Tanzania
2012 - 2015

Diploma in Industrial Relations

Institute of Social Work
2009 -2011

SKILLS

Conflict Resolution

Strong Communication

Computer Literacy

Problem solving

HUMAN RESOURCES AND ADMIN OFFICER

Times Radio FM | Nov 2012 - Aug 2015

- Recruitment onboarding, training and all labor-related engagements.
- Ensured the smooth operation of the administrative function
- Coordinated all employee welfare activities including team building events
- Established a collaborative relationship between management and staff allowing for negotiations, grievances, and settlements to occur

OFFICE MANAGER

One Acre Fund | Feb 2011 - October 2012

- Assisted in the initial set up of the organization's office and office systems
- Managed all staff recruitment
- Resolved escalated complaints and grievances whenever required
- Administered the organizations pay policy and ensured it reflected industry best practices
- Responsible for confidential management of employee and personnel records
- Maintained office supplies and managed service provider contracts

REFERENCE:

Character Referee: Maestro Evans Director

Center For Disease Control,
Haiti +50931175592,
Drjuly4@yahoo.com

Mzelu Malongo

Customer Service Manager YARA
Tanzania & Rwanda
+255763290138,
Mzelu.malongo@yara.com

Wilson Maina

Financial Controller
Gadgetronix.net Ltd
+255 743 737 269