



CURRICULUM VITAE

Name: RICHARD PETER
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PERSONAL DETAILS.

Date of Birth: 12/2/1989
Nationality: Tanzanian
Marital Status: Single
Gender: Male.
Language: Swahili and English

EDUCATION BACKGROUND.

2010-2013: Bachelor degree in Human Resources management

- Mzumbe University, Morogoro, Tanzania

2008-2010: Advanced certificate of Secondary Education (ACSE)

- Meta High School Secondary, Mbeya Tanzania

2002-2006: General Certificate of Secondary Education (GSEC)

- Kimamba Secondary school

TRAINING PROFESSIONAL

- ❖ 2012 Attended **Remember me Training** held at PPF Pension Fund
- ❖ 2011 Attended the workshop on **how to become competent in east African job market** held at Mzumbe University
- ❖ 2007 Attended computer training course on held at Rehema computer training centre

WORKING EXPERIENCE

Position: Human Resource & Administration Officer

Institution: China Sichuan International Cooperation Co. Ltd (SIETCO)

Date: 1st Jan 2023 to Present (Construction of Tlawi Irrigation project at Mbulu, Manyara Region)

Main Responsibilities:-

- Coordinating all employee recruitment and selection issues.
- Enforcing disciplinary measures, staff rules and regulations
- Maintaining daily attendance record, late coming, early going, leave & overtime
- Preparing monthly staff payroll
- Resolving labor disputes
- Advice the management on all matter related to labor laws and legal matter
- Appraising staff performance and recommending improvements

Position: Human Resource & Administration Officer

Institution: Munange Hotel & Resorts company ltd,

Date: 1st January 2016 up to 2022

Main Responsibilities

- Handling employee Grievances
- Design hiring plan for all hotel department based on seasonal needs
- Interview and asses job candidate
- Onboard new hire
- Manage compensation and benefits plan
- Implement employee retention programs (like end of season bonuses)

Position: Human capital and admistration trainee

Institution: PPF Pension Fund, - Head Quarters

Date: 1st January 2014 up to 1st Jan 2015 (Temporary employment)

Main Responsibilities

- Prepare and coordinate Remember me Training
- To facilitate orientation/ Induction programs for new entrants
- To process and update records of leave
- To coordinate provision of employee benefits (Pension, allowance,)
- To participate in Human resource planning to determine supply and demand needs

SKILLS AND KNOWLEDGE

LABOUR LAWS SKILLS. Ability to update management on labor related proceeding against the company

INTERPERSONAL SKILLS. Ability to communicate between employee and management

TECHNICAL SKILLS. Ability to use computer program such as HRIS, excel, words,

CUSTOMER SERVICE SKILLS. Ability to retain clients through remember clients name

WORKING DIVERSITY. Ability to work in multicultural area like Chinese company

REFEREE;

1. Hawa Mwema
Senior Human Capital Management Advisor
PPF Pension Fund/ NSSF,
Dar es Salaam
Phone: 0657317317
2. Edward Mwantambulo
Commercial Manager
Freight in Time Fit Ltd, Dar es Salaam
Phone; 0756069251
- 3 Tumaini Mchete Athuman
Lecturer (Human resource)
Tanzania Institute of Accountancy (TIA), Dar es Salaam
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