


Daniel Henry Kaleza


Administrator

 34628 Dar Es Salaam, Tanzania

 @Dannypercy7

 +255 717 917 852, +255 734 455 031

 Daniel Henry Kaleza

 dpercy54@yahoo.com

Skills

Computer literacy: Competent in using computer applications Ms. Office (Ms. Word, Ms. Excel, and Ms. PowerPoint), Internet Browsing and E-mails; with Certificate of Appreciation as IT technician at Centre for Foreign Relations Students Organization

Staff Management

Self-Motivated

Organization and Time Management

Credit and collections

Documentation control

Highly dynamic Office Administrator adept in providing administrative support to office staff to ensure optimal productivity and efficiency. Demonstrating a proven ability to manage multiple priorities in a deadline driven environment, while remaining attune to the ways in which can be of service. Highly dependable and ethical and works effectively with cross-functional teams/culture in ensuring operational and service excellence with willingness to take on added responsibilities to meet team goals with the ability to learn quickly and adjust accordingly.

Work History

2014-01 - 2016-01

Intern - Benefit Processing Officer

National Social Security Fund, Dar Es Salaam

- Lodging claims
- Claiming status
- Manual checking
- Processing benefit files (Over 20 files per Day)
- Requesting cheques from Accounts and issuing them to NSSF members
- Attending members' complaints & inquiries
- Follow up on un-processed files for status update
- Preparing cheque request list
- Issuing members contribution statements.

2018-06 - 2018-09

Field Facilitator

FGB Consulting Firm, BizFundi

- Increase awareness of the Bizfundi platform and how it works
- Educate business owners about ENGINE and register interested businesses on Bizfundi platform

2019-06 - 2020-01

Sales & Rental Officer

Mammut Holdings International Limited

- Sales & Marketing
- Branding & promoting company products
- Project management/Field supervision
- Customer service
- Product maintenance & repair Supervision
- Debts follow-up & Collection

2020-01 - 2020-06

Assistant Administration Officer

Mammut Holdings International Limited

- Preparing/Reviewing Contracts
- Conducting Interviews
- Manage office supplies stock and place orders
- Prepare regular reports on expenses and office budgets
- Maintain and update company databases
- Answer queries by employees and clients
- Update office policies as needed
- Maintain a company calendar and schedule appointments
- Ensure functionality of necessary office equipment, and requisitioning new equipment and supplies as needed
- Confering with accounting department to help make payments, process incoming invoices, and verify receipts
- Other Administrative Functions.

2020-10 - Current

Department Administrator

The Arab Contractors & Elsewedy Electric Joint Venture, (JNHPP)

- Monitoring office supplies to replenish needed inventory before depletion.
- Managing and supervising over 500 employees.
- Organizing and maintaining documents, files and records.
- Managing and updating Site Equipment/Machines database.
- Equipment Service Tracking.
- Preparing Payment Requests and make follow ups.
- Preparing and requesting Entry & Exit Permits.
- Preparing and Submitting Overtime Request of over 400 employees to HR office
- Preparing Initial Incident Reports.



Education

- 2014-01 - 2017-04** **Bachelor Degree of International Relations & Diplomacy**
Centre for Foreign Relations - Kurasini, Dar Es Salaam
- 2012-01 - 2014-04** **Diploma: International Relations & Diplomacy**
Centre for Foreign Relations
- 2008-01 - 2010-04** **Advanced Certificate of Secondary Education Examination (ACSEE)**
S.O.S Hermann Gmeiner School - Unguja, Zanzibar
- 2004-01 - 2007-04** **Certificate of Secondary Education Examination (CSEE)**
S.O.S Hermann Gmeiner School - Unguja, Zanzibar



Languages

Fluent in English and Swahili languages, both written and spoken.



Hobbies

- Computing.
- Sports (Football) and entertainment (Movies/Series & Music).
- Watching Documentaries.
- Travelling.



Personal Information

Nationality: Tanzanian
Date of birth: 14 February 1989
Religion: Christian
Marital Status: Single
Sex: Male



REFEREES

1. Mr. Makalo Boma,
Compliance Officer, National Social Security Fund (NSSF),
Ubungo Plaza Building,
P.O. Box 9311,
Dar Es Salaam.
Mobile Tel: +255 765 230 627
+255 713 422 322

2. Mr. Wakati Moshi Kabaka,
Logistics Operations Officer, Continental Reliable Clearing Co. Ltd,
P.O. Box 40080,
Dar Es Salaam, Tanzania.
Mobile Tel: +255 755 696 971
+255 622 696 974

3. Mr. James Fidelis Rutahoile,
Group HR Manager, Asamoil Company Limited,
Dar Es Salaam.
Mobile Tel: +255 718 114 999

I, **Daniel Henry Kaleza**, the undersigned hereby certify that, to the best of my knowledge and belief, this profile correctly describes my qualifications, my experience and myself.

Signature:

Date: