

CURRICULUM VITAE

REGINA MBOMA,
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Tanzania

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Nationality: Tanzanian

Date of Birth: 21st July 1989

Gender: Female

CAREER ASPIRATION

As a Generalist in Human Resources Management, General Office Administration, Project Management and Research. I have diverse set of skills which are expectations of many prospective employers. I am confident with excellent communication skills, interpersonal skill, Project Planning skills, a hardworking individual who strives for excellence. It will be a great pleasure to secure a career which will offer ongoing challenges, opportunity for growth and career advancement.

EDUCATION BACKGROUND:

Masters of Science - Human Resources Management

- **Mzumbe University (2013-2015)**

Bachelor Business Administration - Public Administration

- **Mount Meru University (2009-2012)**

ACSE (Advance Level Certificate)

- **Barbro Johansson Model Girl's Secondary School (2007-2009)**

OCSE (Ordinary Certificate School)

- **St Matthew's Secondary School (2003-2006)**

OTHER TRAINING:

General Computer Training:

- Njuweni Hotel in Kibaha (2006)
- **University Computing Centre (2006)**

HUMAN RESOURCES & ADMINISTRATION OFFICER - SF GROUP OF COMPANIES

(August 2024 – To date)

SF Group of Companies Ltd is a Tanzanian Investment Group that focuses on securing economical rewarding investment opportunities within Sub-Sahara Africa, offers unique and creative solutions, products and services that are in line with market standards and end-user expectations. It is headquartered in Dar es Salaam, Tanzania but manages different business units across sub-Sahara Africa. Currently the Group manages over 15 subsidiary companies in various industries and business sectors, in different regions and countries.

Key Responsibilities;

- Asset and anticipate human resources-related needs
- Assist managers in developing and coordinating Job descriptions.
- Write contracts for promotions, transfers, and new hires in collaboration with department management.
- Identify training needs and create or procure a professional development curriculum.
- Monitor training programs to ensure that training objectives are met.
- Provide inputs on workforce and succession plans as well as plans for business unit restructuring.
- Development and nurture partnerships through human resources to bridge the divide between management and employees.
- Maintain awareness of the culture, plans and leave management.
- Ensure proper files management.
- Conduct and prepare monthly HR meetings.
- Advising on pay and other remuneration issues, reward, and benefits.
- Collaborate with colleagues in the human resources department issues and provide solutions.
- Analyze data trends and metrics to inform business decisions.
- Mediate and resolve employee relation issues; conduct through and objective investigations when necessary.
- Find ways to build morale, improve workplace relationships, and boost productivity and retention.
- Ensure regulatory compliance with legal requirements pertinent to the day-to-day management of employees;
- Interpret human resources policy to employees.

ADMINISTRATIVE ASSISTANT & HUMAN RESOURCES MANAGER - TERNET (AUGUST 2015 – AUGUST 2023)

Tanzania education and research network (TERNET) is an autonomous and independent organization within the framework of the societies Act, cap. 337 and regulations made there under and whose board of trustees is incorporated and registered under the trustees' incorporation Act 318. In March 2007, 21 Tanzanian higher education institutions formally adopted the new constitution of the new national ICT network referred to as Tanzania Education and Research Network (TERNET), an organization that will eventually connect all universities, higher education institutions and research institutions.

Main Duties and Responsibilities

After joining TERNET, I found only 4 staff who were employed, I was involved in the recruitment of 16 more staff, and last year I initiated the recruitment of the new CEO of TERNET, I was also responsible in building the HR department, I prepared all the HR document including the Scheme of service, the HR policy, Staff Rules, I was also responsible in registering TERNET staff to the NHIF, and NSSF schemes, as well as registered the organization in the WCF scheme, I also introduced the payroll system, previously there was no payroll system.

- Administers recruitment, promotions, remuneration, pensions, leave and terminal benefits;
- Draws up manpower planned training and career development programmes;
- Implements approved personnel and administration policies;
- Devises efficient communication systems;
- Administers salaries and other staff remuneration;
- Participate in reviewing schemes of service and staff regulations;
- Identifies manpower needs and proper utilization of the human resources;
- Prepare and coordinate TERNET meetings/conferences/workshop/training (secretariat, Executive committee, Annual General Meeting for members, Board of Trustees.
- Any other duty as may be assigned by your supervisor

ADMINISTRATIVE ASSISTANT – CONSULTANT (March 2013 – July 2015)

HOUSE OF BLUE HOPE (NGO)

An NGO primarily focusing on working with education, poverty, and children's issues in Tanzania, East Africa and has done so by constructing and supporting a residential and educational facility and its outreach program.

Key Responsibilities;

- Developing and maintaining departmental or institutional programs.
- Work involves responsibility for analyzing and solving technical problems;
- The enforcement of laws and regulations; and
- Frequent public contacts in promoting established programs.
- To review and evaluate through conferences, post-audits, personal inspections, written reports, and public acceptance.

RESEARCH ASSISTANT: (Aug -Dec 2012)

Search for Common Ground, (SFCG) is an international non-profit organization that promotes peaceful resolution of conflict. With headquarters in Washington, DC and a European office in Brussels, Belgium, SFCG's mission is to transform how individuals, organizations, and governments deal with conflict - away from adversarial approaches and toward cooperative solutions. SFCG seeks to help conflicting parties understand their differences and act on their commonalities. With a total of approximately 400 staff worldwide, SFCG implements projects from 39 offices in 26 countries, including in Africa, Asia, Europe, the Middle East, and the United States. The organization is an exciting and rewarding place to work, with a dedicated and enthusiastic staff who love their work.

Key Responsibilities;

- Collection of data and analyzing all the collected data
- Transcription and translation of the collected data
- Handle and protect confidential and sensitive data with integrity.
- Manage data collection projects by meeting paper and electronic mailing deadlines, entering data, transcribing tapes and handwritten notes; learn and use technology to do these tasks more efficiently.

- Assist staff in design and maintenance of online surveys and relational databases; this frequently involves use of Inquisite and Microsoft Access.
- Prepare print documents, web pages, and other graphics using Word, Dreamweaver, and illustration packages.
- Assist staff in writing code and analyzing data in SPSS and Strata statistical packages.
- Assist staff and clients in the design, execution and evaluation of research projects, including literature reviews, surveys, focus groups, data integration and analysis.
- Produce written, tabular and visual materials for research reports and presentations in Tableau.

ADMINISTRATIVE ASSISTANT (1st January 2014 to Dec 2014)

TAX PROFESSIONALS, A well-established firm of Professional Accountants and Tax experts with wide experience of managing a commercial business as well as providing a wide range of accountancy and tax services.

Key Responsibilities;

- To provide administrative support to the Executive Director, Senior Director, Finance and Operations
- To undertake office telephone reception, including taking messages for other staff.
- To operate manual and computerized office systems, for example filing papers and maintaining databases.
- To undertake general office duties, for example: dealing with post, faxes and internal and external e-mail enquiries; drafting and sending standard letters on behalf of the Executive Director; photocopying and collating papers and mailings; arranging for documents to be printed/bulk printing arrangements; monitoring stocks of basic items, for example stationery, paper, toner etc ordering stationery, periodicals, books, equipment and other items arranging travel and hotel accommodation on a frequent basis liaising with suppliers and maintaining excellent professional relationships externally

ASSISTANT ACCOUNTANT: (Nov 2012 to Feb 2013)

Let Consultants Ltd, Let Consultants are experts in the following fields: Property Valuations, Valuation for purchase or sale Rating valuations (for property taxation), Valuation for Rent Restriction. Stamp Duty and Compulsory Acquisition Valuation for Balance Sheet Accounting Purposes and Liquidation Valuations, Real Estate Appraisal Property Investment and Development Management of Institutional Estate Repair / Maintenance Land Management Land Acquisitions, acquisition of Rights of Occupancies (Certificates of Titles) Property Marketing, Taxation Preparation of Assets Registers

Key Responsibilities;

- Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, and document business transactions.
- Establish, maintain, and coordinate the implementation of accounting and accounting control procedures.
- Monitor and review accounting and related system reports for accuracy and completeness.
- Prepare and review budget, revenue, expense, payroll entries, invoices, and other accounting documents

HUMAN RESOURCE TRAINEE: (Sept 2011 – Jan 2012)

President's Office Public Service Management, The President's Office, Public Service Management (PO-PSM) is a Ministry under President's Office. Its chief executive and accounting officer is the Permanent Secretary, who has a workforce of about 300 employees. Formerly known as the Civil Service Department, it was transformed into President's Office, Public Service Management (PO-PSM) in the year 2003 to conform to the newly enacted Public Service Act No. 8 of 2002. Along with the transformation, opportunity was taken to accommodate efficiency and effectiveness considerations in the Management of the Public Service, in particular implementation of the on-going Public Service Reforms and in provision of its services. The Functional Role and Scope: PO-PSM's role is to assist the Head of the Public Service (the Chief Secretary) in matters of personnel and administration pertaining to Public Service in the entire government system.

Key Responsibilities

- Develop, monitor, evaluate and review the implementation of training policy, legislations, guidelines and standards;
- Facilitate, guide and follow-up on MDAs preparation of training needs assessment reports and training plans;
- Establish and maintain Public Service Training Database;
- Coordinate induction programs for public service staff;
- Carry out impact assessments on capacity building initiatives in the Public Service initiated by PO-PSM to MDAs and LGAs; and
- Successfully manage scholarship awards.

HOBBIES:

Reading Newspaper

Listening to gospel music

Singing

Dancing

Working hard to achieve the best

LANGUAGE PROFICIENCY & OTHER KNOWLEDGE

- English
- Kiswahili
- Good Computer Literacy
- Knowledge of labour laws

SKILLS

- Leadership skills
- Communication skills
- Report writing skills
- Management skills
- Interpersonal skills

REFEREES

- 1. Dr. Amos Nungu,**
Director General,
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- 2. Ms. Rehema Msemo,**
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Email; mjmushi@ncsu.edu

Raleigh, NC

CERTIFICATION

I the undersigned, is to the best of my knowledge and belief, certify that the above information are correctly describe my qualification, experience and motives.

Signature



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