

# SHIRAZ NAGARIA

## MBA PROFESSIONAL

### CONTACT

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Dar es Salaam, Tanzania

### SKILLS

-MS Office  
-Analytical Skills  
-Problem Solving  
-Team Player  
-Strong Verbal & Written Communication

### EDUCATION

I-MBA

**Institute of Management,  
Nirma University**

2017-2022

MBA with Specilization in HR & Marketing

Primary & Secondary School

**Indian School Dar es Salaam**

2004-2017

Business & Commerce

### LICENSES & CERTIFICATIONS

Inspiring Leadership through Emotional Intelligence

Lean Six Signma Green Belt Certification (from KPMG)

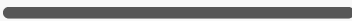
Successful Negotiation: Essential Strategies & Skills

Achieving Compliance Excellence

Enterprises Systems

### LANGUAGES

English 

Kiswahili 

Hindi 

### REFERENCES

Available upon request

### PROFILE

I have a strong background in HR, operations, legal compliance, and regulatory requirements, which has equipped me with the necessary skills to effectively manage and grow a business. My experience in new business setups has given me the ability to adapt quickly to changing environments and find innovative solutions to complex issues. I am passionate about team building and organizational growth, and I believe that my dedication to operational excellence can drive success in any organization. I am confident in my abilities to lead and motivate teams, and I am always looking for new opportunities to challenge myself and further develop my skills. I am confident that I have the skills and experience necessary to excel in any role that requires strong leadership, strategic thinking, and a passion for driving growth.

### WORK EXPERIENCE

2022-2024

#### Operations Manager- Compliance & Sustainability

*Mohammed Enterprises Tanzania Limited (MeTL Group)*

- Assisting head of Compliance in day to day group level operations.
- Handling regulatory bodies like OSHA, TBS, NEMC, FIRE, EWURA, TCRA to name a few.
- Guiding and advising Key Business Stakeholders in the Compliance requirements for new industrial projects.
- Managed licensing for entire MeTL Group
- Advisory to the company directors on handling Regulatory issues.
- Managing NEMC related concerns mainly EIAs, EAs & IEAs
- Ensuring that the business units are in compliance with Local Laws and regulations
- Managing good relations with regulatory boards to ensure cooperation and support from both sides.
- Product licensing procedures including Trademark Registrations & Brand Management.
- HR- Employed as assistant HRBP at group level to manage 9 BUs End-to-End HR operations
- Handled HR Compliance archives mainly NSSF, WCF, Labour matters, Manpower Contracts and other Ad-hoc responsibilities.

#### Human Resource Executive (Corporate Internship)

2021

*Mohammed Enterprises Tanzania Limited (MeTL Group)*

- Introduced to various functions in the HR department which control the standardized HR Practices group wide.
- Initially assisted Head of Performance Management in Quantitative performance management reports and ultimately took charge of Operations during the internship period.
- Submitted periodic Performance Improvement Plans (PIPs) to Departmental heads allowing them insights on their teams overall performance against set standards.
- Made part of Learning & Development Team where i assisted the training manager in content drafting and smooth training facilitation across various BU's under MeTL Group.
- HR Generalist Role- Here i was introduced to core HR operations to do with Salary Processing, statutory payments (NSSF, WCF, SDL, PAYE). Further the role allowed me exposure to Entire Employee-cycle from Sourcing candidates to exit interviews.