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Date of birth: 18 October 1985  
Marital Status: Married

## Profile

I am an assertive Project Management professional with a vast experience in project operations, human resource and administration, and occupational health and safety, gained over 6 years. With an academic background in BA. in Mass Communication majoring in Public Relations and advertising and MA. in Project Management and Development. I have applied my skillset in local and multinational organizations to their success and I continue to aspire in participating in the success of large, and dynamic projects impacting the community.

## Key Skills

- Administration and Office management
- HSEE Policy, Designing and Implementation
- Administration and Office Management
- Human Resource management
- Demonstrated Leadership Skills
- Strong communication Skills

## Education

|  |                            |
|--|----------------------------|
| <b>University of Dar Es Salaam</b><br>Master of Arts in Project Management   | <b>Sep 2012 – Nov 2014</b> |
| <b>St. Augustine University – Mwanza Campus</b><br>Bachelor of Arts in Mass Communication<br>(Major in Public Relations and Advertising) | <b>Sep 2005 – Nov 2008</b> |
| <b>Makongo High School</b><br>Advanced Certificate of Secondary School Education   | <b>Mar 2003 – Nov 2005</b> |
| <b>Kowak Girls' Secondary School</b><br>Certificate of Ordinary Secondary Education  | <b>Jan 1999 – Nov 2002</b> |

## Board Roles

|   |                |
|---|----------------|
| Treasurer of Overseas Security Assembly Council (OSAC) - Tanzania | 10/2014 – 2019 |
|---|----------------|

## Work Experience

|   |  |
|---|--|
| <b>NutriGroup Tanzania Limited</b><br><i>Human Resource and Administration Officer</i>  | Dar es Salaam, TZ<br>02/2020 – Present |
| <ul style="list-style-type: none"><li>▪ Overseeing the recruitment process, payroll, compensation, and benefits</li><li>▪ Developing and ensuring compliance with organisation policy and procedures</li><li>▪ Designing and overseeing implementation of company policies and procedures in the aspects of occupational health and safety and administration.</li><li>▪ Oversensing the office management function by managing the supply chain throughout the organization and ensures that departmental requisitions are processed, suppliers managed, and necessities supplied correctly.</li><li>▪ Application and ensuring company's compliance with statutory licences and permits</li><li>▪ Sourcing, evaluating, and selection of vendors for various services and goods needed as per the company's procurement policy and procedures.</li><li>▪ Preparing and maintaining records of the payment file and verifying invoices from vendors for payment</li><li>▪ Managing company's expatriate's business welfare, in terms of contracts, work and residence permits.</li><li>▪ Overseeing daily office operations, doing administrative tasks like, shipping, and travelling logistics, office facility and asset inventory, management, and maintenance, petty cash custodian</li><li>▪ Conducting training and/or induction of new employees to company policies and procedure</li><li>▪ Creating and maintaining employee's human resource files</li><li>▪ Preparing job descriptions as per departmental needs, sourcing, interviewing and placement of talents as needed</li><li>▪ Supporting the General Manager and other departments i.e., finance, procurement, mechanical maintenance on their daily office operations</li></ul> |  |

**ExxonMobil Exploration and Production Tanzania Limited***Administrative officer and Assistant to Public and Government Relations Manager*

Dar es Salaam, TZ

01/2014 – 08/2019

- Coordinated the Company's Corporate Social Responsibility, programs such as Malaria no More at Jakaya Kikwete youth Centre, Women in Agriculture in Morogoro region and University of Dar es Salaam students' scholarship program.
- Organised and participated in exhibitions and promotional events such as Oil and Gas Association of Tanzania (OGAT).
- Receiving, addressing to the responsible channels, and maintaining records of enquiries from the Government, Public and other stakeholders.
- Successfully designed and implemented company's Operations, Integrity and Management System which was not in place before for the Tanzania affiliate. I designed and supervised effective procedures and programs related to occupational healthy and safety including implementation of drills and tests of the procedures and technical security systems to ensure effectiveness, which resulted in zero incidents in the company.
- Managed company drivers, security personnel, expatriates, & assets, including human resource documentation, logistics, administration, induction programs & training which ensured effective daily operations of the company
- Sourcing vendors, conducting training, actively participated in the auditing team reviewing deliverables, outcomes and challenges which as a result not only ensured maximum deliverables but also company's standards and policies were met. I actively participated in the company's budgeting and cost cutting plan, whereby I archived to cut cost and maintained efficiency.

**SimbaNET Tanzania Limited***Customer Relations Officer*

Dar es Salaam, TZ

01/2011 – 03/2015

- Selling services and maintaining good business relationship with clients, in terms of services and goods purchased payments and service level agreements
- Using ERP SAP to maintain client's portfolios including preparation of pro forma invoices, Tax invoices, contracts, and addendums
- Using Tally financial system to raise invoices as per the good and services purchased by clients
- A coordinator and primary contact person to District Medical Officers for the Government's National Malaria Control Program (NMCP) Internet connection project implementation in Tanzania, whereby I archived the target of getting all DMO's offices in Tanzania connected to internet within the target time set and agreed service level

**Professional Development**

- Occupational Health and Safety – OSHA Tanzania – February 2021
- Intelligence Gathering, Emergency Response & Preparedness– ExxonMobil, Dar es Salaam - March 2018
- Cyber Security Awareness – US Embassy, Dar es Salaam - October 2018
- Management and Protection of Information – ExxonMobil Cape Town, South Africa - August 2018
- Operations Integrity and Management System – ExxonMobil, Cameroon- Nov,2017
- Site Security Contact Training – ExxonMobil, Cameroon - Nov,2017
- Fire Fighting – Venture Risk Management -Jan,2018
- First Aid – Flying Doctors - December 2017
- Defensive Driving Course – Venture Risk Management Oct,2016

**Additional Skills**

- Fluent in Swahili & English
- Computer Literate – ERP SAP and Tally MS Office

**Publications**

Informal Sector Participation in the Country's Social Security System (Mwanza, TZ) – M.A Thesis, 2014

## Referees

**Mark W. Fraser**

President & MD

ExxonMobil Exploration

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**General Manager**

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