



Amina Ahmed Mushi

Human Resource | Operations Management | Recruitment & Selection | Analytics

Details

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Nationality

Tanzanian

Links

[Linkedin](#)

Skills

Human Resource Management



Employee Recruitment & Retention



Performance Management



Conflict Resolution



Operations Management



Communication and Presentation Skills



Computer Literacy



Training and Development



HR Data Analytics



Profile

Human Resources generalist with six years of experience managing hiring and on-boarding, employee benefits and payroll, performance tracking methods and HR records. Reliable, knowledgeable and highly organized team player with excellent communication skills, team building and relationship management. Highly proficient with HRIS software as well as ATS.

Bringing forth a proven record of developing and implementing HR strategies and initiatives aligned with the overall business strategy, bridging management and employee relations by addressing demands, grievances or other issue, recruitment and selection process management, supporting current and future business needs through the development, engagement, motivation and preservation of human capital, and monitor overall HR strategies, systems, tactics and procedures across the organization.

Employment History

HR & Administration Officer, Silafrica Tanzania Limited

Aug 2018 — Present Dar es salaam, Tanzania

About Silafrica Tanzania Limited:

Silafrica manufactures high quality rigid and flexible packaging products for our valued clients in the Eastern and Central African regions, and are considered the premier plastic packaging company in Kenya and Tanzania. We also serve as an important supply chain partner for premier global brands.

- As the HR/Admin Officer I schedule daily, weekly, monthly, quarterly and yearly meetings with other staff to update and improve standard operating procedures
- Oversee and manage a performance appraisal system that drives high performance
- Maintain pay plan and benefits program
- Assess training needs to apply and monitor training programs
- Report to management and provide decision support through HR metrics
- Ensure legal compliance throughout human resource management
- Develop, manage, coordinate and evaluate training programs to ensure that the desired levels of competencies amongst staff are maintained in line with identical training and development needs
- Plan, coordinate and administer all occupational safety and health requirements and environmental and safety audits to minimize industrial accidents and occupational diseases and ensure compliance with legislation.
- Responsible for administration of remuneration and benefits process of all employees in the unit under control
- Manage the human resource information system for the effective functioning of payroll, retiring benefits and maintenance of necessary records and statistics.
- Manage, oversee and coordinate all recruitment and placement activities of the organization to ensure vacancies are filled on time, with the right candidates in line with the organization's needs

Staff Relations



Languages

English



Swahili



Hobbies

Nature walks, travelling, reading, cooking and baking, outdoor activities, community services.

Assistant HR & Administration, Tutunze Kahawa Limited

Nov 2016 — Mar 2018  Dar es Salaam, Tanzania

About ECOM:

ECOM Agroindustrial Corp. Ltd is a global commodity trading and processing company specializing in coffee, cotton and cocoa in major producing and consuming countries, with other ancillary agricultural operations and products.

ECOM is one of the world's top three merchants in coffee, one of the largest coffee millers in the world, and among the top five merchants in both cotton and cocoa. Sustainability at ECOM means focusing on improving farm productivity and product quality, leading in turn to lower costs and higher incomes.

- Supported current and future business needs through the development, engagement, motivation and preservation of human capital.
- Maintained a company calendar and schedule appointments
- Organized a filing system for important and confidential company documents.
- Managed office supplies stock and place orders.
- Identifying a vacant position within the organization, creating a job description for the position, advertising for the position, screening applications, selections, orientation, and on boarding.
- Assisted in performing annual returns
- Process staffs leave forms and manage the leave calendar
- Review employment and working conditions to ensure legal compliance.
- Assist in developing HR policies and procedures.
- Support the management on disciplinary and grievance issues.

HR & Administration Officer/ Clerk, Kaparama Professional Recruiter Ltd

Oct 2015 — Oct 2016  Dar es salaam, Tanzania

About KP Professional Recruiter Ltd:

KP Recruiters is a team of experts with many years' experience in the comprehensive support of companies, institutions and other units in the public and private sector in the area of selection and recruitment of qualified personnel. We guarantee a full service for the entire recruitment process as well as partial support in the recruitment and selection of candidates for employment.

- Receive and screen applications, create a shortlist and call candidates for interview and recommend them to clients for a second interview.
- Review various recruitment policies to ensure effectiveness of recruitment and selection techniques.
- Maintain personnel files and update employee information.
- Dealing with grievances and implementing disciplinary procedures.
- Prepare Job Descriptions for various positions
- Create and maintain meaningful liaison with vendors and suppliers
- Assist in preparing payrolls and light bookkeeping activities
- Proofread records and reports for accuracy, type and edit correspondence.
- Schedule appointments and meetings and prepare conference rooms for the same
- Manage inventory of office supplies and assist in organizing office activities.
- Maintain contact with clients via emails and phone calls.
- Answering telephone calls and relay messages to appropriate recipients.
- Greet visitors and perform tier-one/first contact services.
- Ensure legal compliance throughout human resource management

Education

University of Dar Es Salaam, Bachelor of Commerce, Human Resources Management

Oct 2013 – Jul 2016  Dar es Salaam, Tanzania

Trainings, Workshops and Conferences

Sage 300 People Certificate of Competence

Oct 2020

HR Practical Training, University of Dar es Salaam Computing Center (UCC)

Jul 2015 – Sep 2015

Certificate of Appreciation for Actively Participating in Peace Club Activities at School and Society, GNRC - Africa

2011

Certificate of Merit for Proficiency in Commerce , University of Dar es Salaam

Oct 2008

References

Norbert Ntwenya, HR & Administration Manager

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