

Emmanuel Silayo

Birth - 23/12/1994
Gender - Male
Status - Single
National - Tanzanian
Address - Dar es Salaam
Mobile - +255 (0) 686 009391
+255 (0) 652 371600
Email - immaevarist@gmail.com
Language - Swahili (Fluent Written and Spoken)
English (Fluent Written and Spoken)



Objective

To use my strong skills, educational background and ability to serve the organization and the society as a whole' and in the process to grow and obtain valuable experience and exposure.

Education

- **BACHELOR OF BUSINESS MANAGEMENT (FIRST CLASS HONOURS): HUMAN RESOURCES MANAGEMENT**, January 2013 – October 2016: Marist International University College constituent of Catholic University of Eastern Africa (CUEA).
- **PRE- UNIVERSITY CERTIFICATE PROGRAM**, May 2012 – December 2012: Catholic University of Eastern Africa.
- **CERTIFICATE OF ORDINARY LEVEL SECONDARY SCHOOL EDUCATION**, January 2008 – November 2011: National Examinations Council of Tanzania at Eden Garden Education Trust (EGET).
- **CERTIFICATE OF PRIMARY LEVEL EDUCATION**, January 2001 – August 2007: St. Patrick Primary School (English Medium).

Work Experience

HUMAN RESOURCE OFFICER (Internship), Gertrude's Children Hospital

- **Nairobi, Kenya**

August 2015 – October 2015

Responsibilities

- Handling varied employee complaints and issues at the workplace.
- Managed and maintained all the office filing and other employee information.
- Recruiting and processing new employees.
- Organizing Interviews.
- Providing and fulfilled other administrative duties and support as was required.

OPERATIONS OFFICER, Centre For Sustainable Development Initiatives – Investment Company Limited

- **Dar es Salaam**

February 2017 – February March 2018

Responsibilities

- Formalization of the Investment Company and setting up the necessary administration perquisites.
- Propose medium and long-term company investment portfolio growth plan and specific short term investment ideas for the existing assets.
- Reconnaissance on CSDI – ICL assets
- Consolidate ICL sources of income to ensure liquidity of the company.
- Establish ICL accounting and management system
- Identify lucrative utilization of the company assets which included two large land assets and vehicle hire business.
- Further development of existing sources of income and linking up with networks to explore other business opportunities
- Marketing and sales of vegetable retail business and the vehicle hire business ventures.

SOLICITING AGENT (Tanzania), SWAROVSKI Distribution AG (SP)

- **Dar es Salaam**

May 2018 – January 2019

Responsibilities

- Regular visits of key customers.
- Acquisition of new clients in existing industry segments.
- Consultation for target-oriented communication measures on the Contractual Territory.
- Consistent market research and reporting.
- Assisting in budget planning and forecast planning.
- Assisting in the complaint management process.
- Passing on the press releases to relevant media members.

- Adequate service and support of existing and new business partners.
- Organizing point of purchase communication actions and events.

Human Resources, Union Service Stores Ltd

- **Moshi, Kilimanjaro**

2020 – Present

Responsibilities

- Supporting the development and implementation of HR initiatives and systems.
- Recruitment of new staff.
- Overseeing health, safety and welfare of all employees.
- Organizing staff trainings.
- Organize performance reviews.
- Overseeing employee disciplinary meetings, terminations and investigations.
- Maintaining compliances related to staff.
- Handling of administrative activities.
- Performing other duties as assigned.

Additional Education

- **Attending various trainings and forums related to employment, welfare, and human resource entailings.**

Personal Attributes

- Good and Valuable Computer Knowledge and Skills including but not limited to:
 - Microsoft Word
 - Microsoft Excel
 - Microsoft Publisher
 - Web Applications
- Good Communication Skills and Very Friendly.
- Good Customer Care Skills.
- Honest and Professional.
- Ability to work with minimum supervision.
- Ability to work under pressure and meeting deadlines.
- Dedicated to achieve high quality standards within deadlines.
- Willingness to learn and to work hard toward meeting any set goals.

- Self-confident and motivated.

Interests

- Reading
- Music
- Travelling

References

- Dr Dorcas Ogutu
Head of Department
Marist International University College
P. O. Box 24450-00502, Karen, Nairobi.
Tel: +254 725 711807
dorcasanyango@gmail.com
- Mr John Kyara
Head of Operations
Union Service Stores Ltd
P. O. Box 499, Moshi, Kilimanjaro.
Tel: +255 782 633412
johnkyara89@gmail.com
- Mr. Otto Ringia
Program Manager
Centre for Sustainable Development Initiatives
P. O. Box 34210
Tel: +255 784 584185
oringia@gmail.com