



Salum Abdallah, Manager Human Resources

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DETAILS

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DATE / PLACE OF BIRTH

25/08/1987
Mwanza

NATIONALITY

Tanzanian

SKILLS

Talent Management
Communication Skills
Effective Time
Management
Ability to Work Under
Pressure
Microsoft Excel
Leadership
Microsoft Office
Employee Relations
HRIS Technologies
HR Policies
Employee Recruitment &
Retention
Online Sourcing
Program Management
Training & Development

HOBBIES

Running, Reading Books,
Watching News and
Football Matches.

LANGUAGES

PROFILE

Experienced and self-motivated Human Resources Manager with ten years of experience overseeing the Human Resources Department in the mining and metal industry. Working to implement programs and changes that enhances the companies. Skilled in HR Policies, Administration, Leadership, Industrial Relations, Strategic Planning, Organizational Development and effective organizational planning. High competence in communication skills and developing initiatives that improve company profitability and growth. Strong Human resources professional bringing forth a proven track record of successfully managing Human Resource efforts and leading teams to work toward company goals.

EMPLOYMENT HISTORY

Human Resources Manager, Shanta Mining Company Limited. www.shantagold.com

Jan 2021 — Present, Singida

- Establish a Human Resources Department by making sure all core HR functions are implemented at Singida Gold Project.
- Starting to recruit a new Singida Gold Project Team which will be around 400 Employees.
- Develop and implement HR strategies and initiatives aligned with the overall business strategy
- Bridge management and employee relations by addressing demands, grievances or other issues
- Have a plan of action to optimize employee performance for implementing talent management strategy.
- Manage the recruitment and selection process
- Support current and future business needs through the development, engagement, motivation and preservation of human capital
- Develop department Budget in accordance to the yearly production Budget,
- Spearheading in Job evaluation in which systematic approach used for defining the relative value or worth or size of job in order to provide the base for designing an equitable grade structure.
- Develop and monitor overall HR strategies, systems, tactics and procedures across the organization
- Nurture a positive working environment
- Oversee and manage a performance appraisal system that drives high performance.
- Maintain pay plan and benefits program.
- Develop New Human Resources Policies and Procedures.
- 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

Human Resource Manager, Shanta Mining Company Limited. www.shantagold.com

Mar 2018 — Dec 2020, Songwe

- Develop and implement HR strategies and initiatives aligned with the overall business strategy
- Bridge management and employee relations by addressing demands, grievances or other issues
- Have a plan of action to optimize employee performance for implementing talent management strategy.
- Manage the recruitment and selection process
- Support current and future business needs through the development, engagement, motivation and preservation of human capital
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- Ensure legal compliance throughout human resource management

Senior Human Resource Officer , Shanta Mining Company Limited. www.shantagold.com

Mar 2016 — Mar 2018, Songwe

- Identified and recruited highly qualified talent
- Maintained positive connections with all potential & placed talent
- Negotiated contract terms with talent & oversaw credentialing process
- Maintains the work structure by updating job requirements and job descriptions for all positions.
- Maintains organization staff by establishing a recruiting, selection, and interviewing program.
- counseling managers on candidate selection; conducting and analyzing exit interviews; recommending changes.
- Prepares employees for assignments by establishing and conducting orientation and training programs.
- Maintains a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; recommending, planning, and implementing pay structure revisions.
- Ensures planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; counseling employees and supervisors.
- Ensures legal compliance by monitoring and implementing applicable Company Human Resources Policies and procedures in accordance to Tanzania Employment and Labor relation Act (ELRA 2004) also conducting investigations, maintaining records, representing the organization at Commission Of Mediation and Arbitration (CMA).
- Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures.
- Maintains historical human resource records by designing a filing and retrieval system; keeping past and current records.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.

- Completes human resource operational requirements by scheduling and assigning employees, following up on work results.
- Maintains human resource staff job results by counseling and disciplining employees, planning, monitoring, and appraising job results.

Senior Human Resource Officer, Byrnecut Offshore Tanzania Limited-Bulyanhulu Gold Mine Ltd (African Barrick Gold-Acacia Mining)
www.byrnecut.com

Mar 2014 — Mar 2016, Kahama

- Identified and recruited highly qualified talent
- Maintained positive connections with all potential & placed talent
- Negotiated contract terms with talent & oversaw credentialing process
- Maintains the work structure by updating job requirements and job descriptions for all positions.
- Maintains organization staff by establishing a recruiting, selection, and interviewing program.
- counseling managers on candidate selection; conducting and analyzing exit interviews; recommending changes.
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Human Resources and Administration Manger, IBUKA MCSL-Bulyanhulu Gold Mine Ltd-Acacia Mining (African Barrick Gold)

Jan 2012 — Feb 2014, Kahama

- Served as the first point of contact for virtual & onsite employee inquiries
- Tracked HR issues to resolution & escalated, if needed
- Coached managers & employees on performance matters
- Managed virtual and onsite onboarding/offboarding · Substantiates applicants' skills by administering and scoring tests.

- Maintains employee information by entering and updating employment and status-change data.
- Maintains employee confidence and protects operations by keeping human resource information confidential.
- Completed HRIS data entry, reporting, auditing, & processed payroll requests
- Supervised HR Coordinator

EDUCATION

Kampala International University, Bachelor of Human Resource Management

Oct 2008 — Nov 2011, Kampala

East High School Ntinda-Kampala , Advanced Certificate of Secondary Education

Jan 2005 — May 2006, Kampala

COURSES

Training on Talent Management & Succession Planning, Association of Tanzanian Employers

2019 — 2019

Workers' Compensation Act (2008) Compliance and Its benefits , Association of Tanzanian Employers

2019 — 2019

Leadership and Supervisory Training, Epvate & Fortune International Consulting

2018 — 2018

Principles and Practice of Mediation and Arbitration, Grievance and Disciplinary Procedures Under Labour Laws”, Association of Tanzanian Employers

2014 — 2014

We care course (Contract of commitment) Bulyanhulu Gold Mine , Bulyanhulu Gold Mine Training Center

2014 — 2014

EXTRA-CURRICULAR ACTIVITIES

Research Survey, CRDB

2011 — 2011, Mwanza

- Telephone go door-to-door, or approach people in shopping centers or polling centers to collect information about peoples' attitudes and behaviors relating to CRDB services and social issues Carrying out legal research, compiling reports.

Sales Executive and Marketing Department, GTV

2010 — 2010

- Listening to customer requirements and presenting appropriately to make a sale.
- Maintaining and developing relationships with existing customers in person and via telephone calls and emails.
- Cold calling to arrange meetings with potential customers to prospect for new business.
- Responding to incoming email and phone enquiries.
- Acting as a contact between a company and its existing and potential markets.
- Negotiating the terms of an agreement and closing sales.
- Gathering market and customer information.
- Representing the company at trade exhibitions, events, and demonstrations.
- Negotiating on price, costs, delivery and specifications with buyers and managers.
- Challenging any objections with a view to getting the customer to buy.
- Advising on forthcoming product developments and discussing special promotions.
- Creating detailed proposal documents, often as part of a formal bidding process which is largely dictated by the prospective customer.
- Liaising with suppliers to check the progress of existing orders.
- Checking the quantities of goods on display and in stock.
- Recording sales and order information and sending copies to the sales office or entering figures into a computer system.
- Reviewing your own sales performance, aiming to meet or exceed targets.
- Gaining a clear understanding of customers' businesses and requirements.
- Making accurate, rapid cost calculations and providing customers with quotations.
- Feeding future buying trends back to employers.
- Attending team meeting and sharing best practice with colleagues

INTERNSHIPS

Human Resources Department, Mwanza City Council

2011 — 2011, Mwanza

REFERENCES

Prudence Mukajanga, Shanta Mining Co. Ltd

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Mr, Juma Kisunda, Shanta Mining Co. Ltd

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