

Names: Fredrick Isaac Mushi  
Phone numbers: +255 744487698,  
Email : [fredrick.mushi@gmail.com](mailto:fredrick.mushi@gmail.com)  
Postal Address: 410, Arusha, Tanzania

#### Professional Experience

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| <b>Company</b>     | <b>Greenlight Planet Tanzania Limited: Arusha - Tanzania</b>   |
| <b>Designation</b> | <b>Human Resources Business Partner: (October 2018 to date)</b>  |
|                    | <ul style="list-style-type: none"> <li>• Talent Acquisition: Recruiting the best talent for the business within the defined TAT and improve diversity through a fairer, more inclusive recruitment strategy</li> <li>• Onboarding: Maximizing the effectiveness of the onboarding process, shorten the learning curve, and help improve productivity</li> <li>• Engagement: Providing partnership &amp; support in fostering a culture of inclusion, belonging, and engagement within the company</li> <li>• HR Operations: Complying with all the local laws, HR operational practices, and procedures, and improve the overall operational efficiency</li> <li>• Data Management: Improving efficiency in data management</li> <li>• Learning &amp; Development: Creating a learning culture within the business in conjunction with leaders/managers</li> </ul>   |
| <b>Company</b>     | <b>Mobisol Tanzania Limited: Arusha - Tanzania</b>   |
| <b>Designation</b> | <b>Human Resources Specialist: Talent and Performance (March 2018 to October 2018)</b>   |
|                    | <ul style="list-style-type: none"> <li>• Ensuring exceptional standards of professional capability in resourcing/ top grading of talent and leadership cadres</li> <li>• Build networks internally and externally to assist with 'talent spotting' for future roles</li> <li>• Ensuring development and succession planning processes according to business need in line with Mobisol recruitment policy</li> <li>• Managing the end-to-end execution of recruitment, development, performance management, talent, and succession planning</li> <li>• Implement solutions to embed the mindset of a high-performance culture within Mobisol</li> <li>• Instil drive and commitment into all aspects of performance development and create an environment where great performers are known and their contribution valued and rewarded and poor performers are on Performance Improvement Plans</li> </ul> <p><b><u>Key achievements so far</u></b></p> <ul style="list-style-type: none"> <li>• Built performance evaluation policies and guidelines that are being used by the entire company</li> <li>• Created quarterly performance evaluation metrics for all the departments</li> <li>• Successfully delivered 89% quarter two employees' evaluation and recommended appropriate actions for each employee</li> <li>• Built both succession planning and high potential employee's policies and tools to be used by the company</li> <li>• Created reward and recognition guidelines and tools to be used by all the departments</li> </ul> |
| <b>Company</b>     | <b>Mobisol Tanzania Limited: Arusha - Tanzania</b>   |
| <b>Designation</b> | <b>Talent Sourcing Specialist (April 1<sup>st</sup> 2017 – March 1<sup>st</sup> 2018)</b>  |
|                    | <p>As talent sourcing Specialist I was responsible for</p> <ul style="list-style-type: none"> <li>• Over all recruitment processes including doing job analysis, drafting and publishing job adverts, developing screening, interviewing, testing and selection metrics, inducting and onboarding candidates</li> <li>• Performance assessment for all the employees that were under probation period</li> <li>• Defining and analysing target youth groups aimed for future recruitment while exploring market best practices in recruitment</li> <li>• Coordinating talent attraction activities and organizing HR marketing events, creating framework for required marketing materials, setting up HR marketing plan according to overall HR marketing strategy</li> </ul> <p><b><u>Key achievements</u></b></p> <ul style="list-style-type: none"> <li>• Built recruitment processes for both senior and junior positions, these are being used to date</li> <li>• Reduced recruitment cost by 20%, by using strong network of candidates I had created earlier</li> </ul>  |

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|                    | <ul style="list-style-type: none"> <li>● Manage to recruit and onboard over hundred (100) employees including officers, and managers</li> <li>● Managed to develop induction and on boarding programs for both officers and managers</li> <li>● Effectively managed to reduce the hiring time to less than 3 months, this was in accordance to the service level agreement (SLA) that I had set together with the Human Resource Manager</li> <li>● Generated hiring impact reports and suggested ways to increase efficiency while and keep the cost of recruitment to the lowest level possible</li> <li>● Awarded best employee of the department for the year 2017</li> </ul>  |
| <b>Company</b>     | <b>Off. Grid: Electric: Arusha-Tanzania (February 2016 – March 2017)</b>   |
| <b>Designation</b> | <b>Talent Acquisition Coordinator</b>  |
|                    | <p>As talent acquisition coordinator I was responsible for;</p> <ul style="list-style-type: none"> <li>● Building Performance Management Systems to be used for evaluation of employees' performance</li> <li>● Identifying, attracting and on-boarding of top talent to the company (recruitment)</li> <li>● Carrying out advance google applications training for both internal and external stakeholders</li> <li>● Taking care of all recruitment processes within Off. Grid: Electric Tanzania and Rwanda</li> <li>● Creating strategic recruitment plans to reduce the cost of hiring</li> <li>● Managing organization talent pool</li> <li>● Supporting operations in defining manpower requirements and leveraging real time delivery to drive improved customer experience</li> </ul> <p><b><u>Key achievements</u></b></p> <ul style="list-style-type: none"> <li>● Built recruitment processes that are used by the department for all recruitment activities</li> <li>● Managed to recruit and on-board over 100 officers and managers</li> <li>● Carried out trainings and facilitations on effective communications and advance google applications for both managers and officers</li> <li>● Developed contracts and job descriptions for different departments for Off. Grid: Electric Tanzania and Rwanda</li> <li>● Developed performance management score cards that were used to evaluate employees' performance</li> <li>● Successfully delivered the business improvement plan (BIP) together with the HR team for all teams that were affected by the business changes</li> </ul> |
| <b>Company</b>     | <b>Off. Grid: Electric: Arusha-Tanzania (February 2015 – January 2016)</b>   |
| <b>Designation</b> | <b>Recruitment Administrator</b>   |
|                    | <p>As recruitment administrator I was responsible for;</p> <ul style="list-style-type: none"> <li>● Creating different recruitment strategies within the framework of the company</li> <li>● Doing recruitment for both experienced professionals and base level officers</li> <li>● Managing an online database for all the candidates that go through the interview process</li> <li>● Creating metrics and online tests that are used for officer candidates' evaluation</li> <li>● Do basic google applications training to internal stakeholders</li> </ul> <p><b><u>Key achievements</u></b></p> <ul style="list-style-type: none"> <li>● Managed to recruit over 400 officers and 30 managers in one year period</li> <li>● Prepared Off. Grid: Electric - SNV reimbursement systems that are being used to date</li> <li>● Created metrics and online hireselect tests for officers' interview evaluations</li> <li>● Carried out trainings on effective communications and google applications for both managers and officers</li> <li>● Managed to reduce the cost of hiring by 54%, from 24million to 11million over one year period</li> </ul>   |
| <b>Company</b>     | <b>Tata Consultancy Services Limited; Chennai-India (January 2014 – February 2015)</b>   |
| <b>Designation</b> | <b>Associate Recruiter</b>   |
|                    | <p>As an associate recruiter I was responsible for;</p> <ul style="list-style-type: none"> <li>● Handling end to end System Applications and Products (SAP) and Enterprise Content Management (ECM) recruitments, for skills like SharePoint, documentum and filenet</li> <li>● Coordinating weekly walk-ins and quarterly recruitment mega drives for talent acquisition group team</li> <li>● Creating an internal campus commune portal to allow higher learning students from accredited</li> </ul>  |

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|  | <p>institutions have direct interaction with business stakeholders</p> <ul style="list-style-type: none"><li>● Leading the internal reference program for Chennai Enterprise Solutions team</li><li>● Working on strategic recruitment, offer releasing, participate in new employees' integration activities</li></ul> <p><b>Key achievements</b></p> <ul style="list-style-type: none"><li>● Increased hiring for enterprise solutions team by 25%, from 40 to 50 employees per week</li><li>● Carried out trainings on how to leverage social media to increase productivity at work places</li><li>● Managed internal reference program, increasing internal referred hires by 22% per week</li><li>● Planned and delivered weekly recruitment drives, hiring over 50 employees per week</li><li>● Worked on campus recruitment, hiring more than 6500 students across the Tamil Naddu state</li><li>● Awarded TCS GEMS for best employee of July month, 2014</li><li>● Built Campus commune platform that was integrated within the company systems, this enabled students from higher learning initiations across the country have direct interaction with the company management</li></ul> |
| Education  |   |
| Institution  | University of Dar es salaam – Dar es salaam: Tanzania: 2008 - 2011  |
| Course   | Degree: Economics and Geography   |
| Institution  | Kisubi Minor Seminary – Entebbe: Uganda 2008  |
| Award  | Uganda Advanced Certificate of Secondary Education  |
| Institution  | Kisubi Minor Seminary – Entebbe: Uganda 2005  |
| Award  | Uganda Certificate of Secondary Education   |
| Languages and Certification  |   |
| Languages  | Fluent in English and Kiswahili   |
| Certification  | Managing people and performance – Africa Management Initiative  |
| Referees   |   |
| <p><b>Name:</b> Vinod Krishna Kumar<br/><b>Title:</b> Global Head, Human Resources<br/><b>Relationship:</b> Direct Supervisor<br/><b>Email:</b> <a href="mailto:vinod@greenlightplanet.com">vinod@greenlightplanet.com</a></p> | <p><b>Name:</b> Juma Mohamed<br/><b>Title:</b> Country Business Leader<br/><b>Relationship:</b> Colleague<br/><b>Email:</b> <a href="mailto:juma.mohamed@greenlightplanet.com">juma.mohamed@greenlightplanet.com</a></p>  |