

LUCY DEOGRATIAS MASUNGA

Mobile number 0659747657 masungalucy11@gmail.com

I have more than two years' experience in human resource officer assistant in construction industry and six months experience as sales officer in Bank industry.

Key competencies/skills

- Knowledge in computer skills such as Microsoft word, Power point in presentation, Proficient in use Microsoft excel and also knowledge with email and internet.
- Ability to do marketing and sales activities and also successfully event planner.

Work experience

- **Sales officer (August. 2019- January 2020)**
United bank for Africa in Dar es Salaam
- Human resource assistant(June.2017 – June 2019)
Caspian limited company at (Kinyerezi II power plant) Dar es-salaam.

Internship

- Human resource field intern(August-October 2016)
Babati Town Council in Human resource department at Babati Town

Detailed work experience

- **Human resource assistant (June 2017- June 2019)**
Caspian limited company at (Kinyerezi II power plant) Dar es salaam.
Reporting to Human resource officer

Key achievements

- Improving paperwork processing time
- Increasing employee retention by carefully maintain a positive work environment
- Develop company policies and procedures according to the labour law.
- Improving an internship program.

Responsibilities

- Data entry and preparation of daily report.
- Preparation of termination certificates and terminal dues.
- Listening to employees needs and handling staff welfare issues.
- Organizing and arranging interview for candidates.
- Conducting induction for the new employee's

Internship

- **Human resource field intern(August-October 2016)**
Babati Town Council in Human resource department at Babati Town.
Reporting to Head of Department of Human resource

Key achievements

- I manage to arrange the employee's certificate needed for employment.
- Entering new employee's data in LOWSON system.

Responsibilities

- Assist in solving employee's claims on their salaries and bonus.
- Preparation of monthly report as per existing department.

Training

- Know your customer in Customer services department(September 2019)
United Bank for Africa at Dar es Salaam.
- Service girl (June-September 2014)
Male National Service (JKT)

Education

- Masters of Science Human resource and Management- (2019- on progress) Mzumbe University in Dar es Salaam.
- Bachelor of Human resource and management - (2014- 2017) Tumaini University of Dar es salaam.
- Advanced certificate of secondary education-(2012-2014) Kibosho girls Secondary school. . Kilimanjaro
- Ordinary certificate of secondary education-(2008-2011) Kiraeni girls Secondary school. Kilimanjaro
- Certificate of Primary Education-(2001-2007) Hangoni primary school .Babati-Manyara

Personal achievements

- Class representative of HRM at Mzumbe up to date.

Additional information

I am flexible I can work under minimum supervision and willing to work both as an individual and in group

REFEREES;

1. APIA MANGA,

HUMAN RESOURCE OFFICER

P.O.BOX 80514

United Bank for Africa (UBA)

Mobile no; +255 753477046

Dar-Es Salaam

2. MAKARIOUS KIYONGA.

Human Resource Officer

Caspian Limited Company.

P.O.BOX; 40954

TEL; +255 0737609057

Dar –Es Salaam

3. FAUSTINE NGWANAKABULI

Principal Health Officer

Babati Town Council

P.O. BOX 383

Mobile no; +255782646585

BABATI

I, *Lucy Deogratias Masunga*, Declare that the information provided are true and correct.