

RUMISHAEL ULOMI

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PERSONAL STATEMENT

- Accomplished and driven professional with an entrepreneurial spirit and unmatched drive, bringing 7.5+ years of work experience in administrative, human resources, and leadership positions.
- Focuses on value creation and delivers on what I say I will do.
- Seeking to secure a responsible career opportunity to fully utilize my training and skills for the betterment of human kind.

EMPLOYMENT HISTORY

10/2016 – Present

Head of HR & Administration, Arise Community School

- Coordinated all administrative processes for the school, and provided instructional leadership and administrative support to 35+ staff members and 390+ students increasing productivity by 15%.
- Managed a broad range of HR functions, including Planning, recruiting and training employees, administering benefits and compensations plans, processing payroll, writing policies and procedures, overseeing disciplinary action, preparing and safeguarding all HR records and legal documents in accordance with all national and local laws.
- Collaborated with management in the overall quarterly and yearly strategic financial planning and monitoring for the school leading to improved capital expenditure by 33%.

01/2015 – 09/2016

Manager, Light in Africa Children's Homes

- Effectively managed and oversaw 7 children's homes under the care of Light in Africa maximizing effective uses of resources by 23%.
- Managed the residential childcare team of 43 employees, and oversaw the planning and delivery of care and 4 healthcare outreach program.
- Supported care workers with the skills, knowledge and ability to run and manage residential care effectively, through research, development and delivery of trainings.

VOLUNTEER ACTIVITIES

12/2020 – 05/2023

Application Advisor, FaithWork

- Proofread, reviewed, and edited participant's first draft of their job application.
- Advised what corrections need to be implemented for clients to create their "Pristine" Application Template and apply for the job.

10/2013 – 12/2013

Customer Care Intern, Tanzania Power Supply Company

- Handled customer complaints, provided appropriate solutions and alternatives within the time limits, and followed up to ensure resolution.
- Processed orders, forms, applications, and requests.
- Kept records of customer interactions, transactions, comments and complaints.

EDUCATION

Nations University (NU)

Master of Theological Studies (M.T.S) 01/2024 – 12/2024

Faith Leads University (FLU)

Master of Business Administration (MBA) : Leadership & Theology 05/2023 – 02/2024

Christian Leaders College

Bachelor of Christian Leadership (BCL): Christian Business Major 03/2020 – 04/2023

Faithful Baptist College

Master of Arts (MA) in Theology 05/2020 – 05/2021

Christian Leaders College

Bachelor of Divinity (BD) 03/2017 – 02/2020

Kilimanjaro Institute of Technology & Management (KITM)

Diploma in Business Administration (DipBA) 12/2013 – 11/2014

Mount Kilimanjaro School

International General Certificate of Secondary Education (IGCSE) 01/2008 – 11/2011

OTHER RELATED TRAININGS & QUALIFICATIONS

Human Resources for Non-profits and Ministry Managers – City Vision Institute

Certificate in Human Resource Management – International Business Management Institute

Certificate in Servant Leadership – DAI International

Certificate in Financial Modelling & Valuation Analyst (FMVA) – Corporate Finance Institute

Fundamentals of Digital Marketing Certification – Google

Digital Ad Certificate – Aleph

WORKSHOPS & SEMINARS

Seminar on reforms made by the government on social security sector, addressing the disparity of members' complaints on withdraws after employment, and enhance compliance to the NSSF Act. Seminar held at NSSF Kilimanjaro Commercial Complex building on 9th of August 2018. Facilitated by NSSF.

Seminar (MOSHI MEGA EMPLOYEERS SEMINAR) on Labour Relations Historical Background, Legal framework of Labour relations, Rights and duties of employers, labour disputes sources and solutions. Seminar held at Kilimanjaro RC Hall on 5th of August, 2019 facilitated by CLARITATE LEGAL CONSULTANTS.

Workshop on School Management, Financial Management & Compliance, and Customer care in Schools. Seminar held at Kilimanjaro RC Hall on 22nd of January 2020 facilitated by MOFET, TPTU, TANGMOSCO, and NMB BANK. A keen walker – raised £18k for Cancer Research UK by reaching Mount Everest base camp.

SKILLS

- Team work & Collaboration
- Employee & Labour Relations
- PAYE Tax, WCF, Payroll & Benefits/Compensation Management.

- Legal Compliance
- Strong work ethics
- Quick Learner
- Written & Oral Communication.
- Creative & Innovative Thinker
- Excel
- Basic IT Problem solving
- Strong and effective Leadership
- Cybersecurity essential

INTERESTS

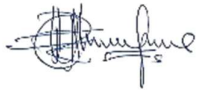
Learning, Singing, Teaching, Watching movies and Networking

LANGUAGES

Fluency in both **English** and **Swahili** with excellent verbal and written communication skills.

DECLARATION

I, Rumishael Christopher Ulomi hereby certifies and declares that the information provided above describes my experience and qualification and are true to the best of my knowledge.



Rumishael C. Ulomi