

CURRICULUM VITÆ

FOR

Eduardo José Semba



CURRICULUM VITAE

CAREER OBJECTIVES

I am seeking an exciting and challenging position within a dynamic and innovative organization which offers variety and the opportunity for both business and personal growth.

My goal is to play a pivotal role in an organization where I achieve results by making a measurable contribution through creative teamwork, passion enhanced by the drive to succeed.

Surname : Semba

First Name : Eduardo Jose

Date of Birth : 25 May, 1970, 32 years

Sex : Male

I.D. No : 110189156C

Passport Number : AA 085199

Marital Status : Married, two daughters and one son

Nationality : Mozambican

Residential Address : Av. da Independência, Talhão número82, 1º andar, Tcte
Telephone 25227087, Cell. 824830470

Drivers' License : Yes Code No MP - 235

Health : Excellent

Leisure Interest : Diving, Music, Sport and Literary

EDUCATION AND QUALIFICATION

Primary Education : Escola Primaria P. Piloto



Year : 1979 – 1984

Secondary Education
 School : Seminario Medio Cristo Rei
 Qualification : Matric

School : Escola Comercial Amilcal Cabral
 Qualification : Secretariat Tertiary Education
 Institution : SAINT BONAVENTURE COLLEGE
 1992: Diploma in Linguistics (English)
 1996: Diploma in Philosophy and F. Studies.
Bachelor in Social Studies

ADDITIONAL EXPERIENCES:

Investigative work in Sociology and Humanity

EMPLOYMENT HISTORY

Name of Company **MOÇAMBIQUE LEAF TOBACCO LIMITADA**
 Period **28th July 2004 up to present**
 Promoted on: **01st July 2006**
 Promoted To: **Head Of Human Resources**
 Place **Tete**
 Position Held before Promotion: **Human Resources Manager – Factory**

Duties:

1. **CORPORATE STRATEGY & POLICIES: *Contributes to the company's Strategic Planning* by:**
 - *Developing Human Resources Policies and Procedures to meet the needs of the company and the Government Legislations*
 - *Developing Human Resources Plans to support the organisational Corporate Strategy in liaison with Heads of Department*
 - *Monitoring the progress of Human Resources Department Corporate Strategy Plans*
 - *Reviewing and reporting on Human Resources Department Corporate Strategy targets*



2 IMPLEMENTATION OF HUMAN RESOURCES, POLICIES, PROCEDURES AND PLANS

- Manages the Performance Appraisals process in liaison with Heads of Department.
- Ensures timeous submission of employee performance appraisals to HR Dept by the relevant Heads of Department.
- Receives Promotion and Acceleration proposals from Heads of Department and *compiles schedules for Promotion and Acceleration proposals* and submit same to Executive Management for approval
- Communicates to each employee (staff and above) in writing his/her approved annual package and or promotion/acceleration
- Receives and approves monthly Labour and Staff Payroll in accordance with approved remuneration schedules

3 HUMAN RESOURCE PLANNING AND BUDGETTING

- *Compiles Human Resources Annual Budgets for Labour and Staff payrolls* in liaison with the Finance Director
- Identifies and confirms with Heads of Department the number of employees required for each department on an annual basis in liaison with the Operations Director
- Checks all budgetary staff costs (*salaries, wages, overtime*) are maintained and controlled in accordance with company policy and produces a Monthly Variance Report
- Compiles the Company's Annual Training Budget as agreed by the committee
- *Monitors and updates Company Establishments* in liaison with Operations Director and all Heads of Department

4 TRAINING AND DEVELOPMENT

- Co-ordinates Company Training Programmes both Internal and External
- Receives Annual Departmental Training Budget

