



Monica Vudzijena

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Human Resources Generalist

Profile

An accomplished professional with a proven track record in HR. I have successfully led and executed HR projects to align with strategic goals. My expertise includes optimizing payroll processes, continuously enhancing the onboarding experience, and driving initiatives to improve performance and employee satisfaction.

Skills

Data Analysis | Tolerant & Flexible | Organization & Prioritization | Problem Solving | Team Leadership | Strong Communication | Integrity & Ethics | Confidentiality | Attention to detail | Payroll systems | Performance Management Systems

Education

University of Namibia, Windhoek

Bachelor of Commerce, Industrial Psychology & Business Management

University of Namibia, Windhoek

Postgraduate Diploma in Business Administration

Midlands State University

Masters in Strategic Management & Corporate Governance

Experience

Emirates Group (Dnata, Erbil) – Aviation Industry

Human Resources Coordinator, March 2022-Present

- Spearhead HR projects aligned with organizational goals, ensuring effective execution.
- Manage payroll processes for compliance and efficiency.
- Enhance onboarding processes through data-driven improvements.
- Collaborate with department heads to drive performance and employee satisfaction initiatives.
- Partner with leadership to design recruitment strategies, talent development plans, and performance systems.
- Pipelining for the recruitment process.
- Maintain the HR budget and ensure that all manpower needs and employee initiatives are managed within the annual HR budget
- Lead employee engagement efforts in alignment with organizational objectives.
- Oversee cost-effective vendor contracts for travel and accommodation.
- Implement and optimize performance management systems.
- Communicate and enforce appropriate employee policies and programs, assists employees with queries and mediates where necessary.
- Manage employee engagement initiatives, handle employee events and supports all employee welfare activities as directed by corporate HR.
- Develop people strategies and design approaches for diagnosing and enhancing organizational effectiveness and employee satisfaction.
- Monitor and report on performance outcomes for continuous improvement.
- Drives a culture of feedback and coaching by providing feedback on an ongoing basis, identifying development needs and coaching the employees on the areas of improvement.
- Drive change management for HR projects and organizational changes.
- Champion diversity and inclusion efforts to foster an inclusive work environment.
- Manage employee time management responsibilities.

Punch Bowl Quality Products (Zimbabwe) – FMCG Industry

Human Resources Manager, Jun 2019 - Feb 2022

- Continuously improved job evaluation and grading system for competitive positioning.
- Spearheaded initiatives, reducing turnover by 35% in blue-collar roles through enhanced engagement.
- Improved production efficiency by 24% through job integration and process optimization in the first year.
- Led and successfully executed multiple change management initiatives within the plant/production setting.
- Successfully engaged with cross-functional teams, demonstrating commitment to achieving shared goals and objectives.

- Effectively resolved disputes, implemented dispute resolution strategies, and ensured compliance with relevant regulations.
- Championed workforce planning for optimal staffing levels and resource allocation.
- Assessed training needs, implemented programs, and monitored effectiveness.
- Prepared Human Resources board pack for management.
- Oversaw monthly payroll administration.
- Provided guidance on employee relations and addressed corrective action matters.
- Drafted and implemented HR policies and procedures.
- Led and supported organizational change initiatives.
- Developed and implemented succession plans for key roles.
- Actively supported and implemented continuous learning initiatives, contributing to a culture of ongoing development within the organization.

GTel Zimbabwe -Telecoms Industry

Human Resources & Administration, Sep 2015 - May 2019

- Maintained employee records and updated HR databases with accurate and current information.
- Managed and coordinated employee benefits, including enrollment, and resolving benefits-related inquiries.
- Onboarded new employees and prepared documents and conducted orientation sessions.
- Responsible for First line managers and supporting staff payroll administration.
- Drafted and distributed internal communications and HR policies.
- Coordinated office events and meetings, including scheduling, room setup, and catering arrangements.
- Handled administrative tasks such as filing, data entry, and maintaining office supplies.
- Responsible for travel arrangements and accommodation bookings for employees.
- Provided general administrative support to HR and Administrative managers.
- Responsible for fleet management.

Matsikidze and Mucheche Legal Practitioners (Zimbabwe) – Legal Industry

Legal Assistant, Feb2014 – Feb 2015

- Conducted legal research.
- Drafted and proofread legal documents, briefs, contracts, pleadings, and affidavits.
- Organized and maintain legal files and documents.
- Scheduled appointments, meetings, court dates and managed attorney calendars.
- Assisted with legal billing, timekeeping and creating invoices for clients.
- Prepared and filed legal documents.
- Provided administrative support to attorneys by typing correspondence and managing emails.
- Reviewed and summarized legal documents and contracts.
- Drafted and edited correspondence, memos, and other written materials.

Fabs Hardware (Zimbabwe) – Retail Industry

Human Resources Assistant, Jan 2013- Jan 2014

- Follow up on Interview Feedback

