

# SHELZER TEMBE





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AV. Régulo Xavier Matola, Nr 437, Matola C

## HUMAN RESOURCES AND TECHNOLOGY CONSULTANT

I am a dedicated professional in the integration of Human Resources Technology strategies. My approach combines HR, Technology and Design expertise to offer efficient and integrated solutions.

### PERSONAL INFORMATION

<b>Name:</b> Shelzer Manuel Dos Santos	<b>Marital status:</b> Single	 +258 87 902 6770
<b>Surname:</b> Tembe	<b>Driving licence:</b> C1	 shelzer-tembe-0a6648215
<b>Date of Birth:</b> 25th February 2002	<b>Phone number:</b> +258 87 902 6770	<b>X</b> Shelzer258
<b>Place of birth:</b> Maputo	<b>Email:</b> shelzer.tembe@bdiversity.co.mz	

### SKILLS

Design  
Repositories & Backup  
Microsoft Office  
HTML5 & CSS3

AI (Artificial Intelligence)  
Platform implementation  
OBS (Live Streaming)  
Hardware

Communication Skills  
Analytical skills  
Results Orientation  
Emotional Intelligence

### WORK EXPERIENCE

**Business Diversity Consultoria Empresarial, SA**  
**Human Resources Consultant**

**July 2021 - Up to date**

At Business Diversity Consultoria Empresarial, I honed my skills in roles such as:

- Administration of all the company's digital platforms;
- Layout and design of documents;
- Preparation of proposals for tenders and services;
- Implementation of HR systems at the client;
- Drawing up employment contracts;
- Reception and telephone answering;
- Organising documents;
- Meeting support;
- Electronic correspondence management;
- Basic accounting;
- Office Supplies Management;
- Negotiation with service providers;
- Human resources support.
- participation in meetings;
- among others.

During my time as a IT teacher for children at the Mundo Jesus private school, I was able to contribute to the students' education by carrying out tasks such as:

- Developing and implementing computer science curricula adapted to children's age groups.
- Create playful and interactive activities to make computer learning engaging and accessible.
- Teaching basic computer concepts, such as typing skills, using educational software and navigating the internet safely.
- Integrate educational games and multimedia resources to stimulate children's interest and participation.
- Maintaining a safe and positive learning environment for students.
- Adapting lessons to suit children's diverse abilities and learning styles.
- Providing basic technical support and troubleshooting technology-related problems during lessons.
- Assessing students' progress and providing constructive feedback to parents or carers.

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## **EDUCATION**

### **2022 - Up to date**

Degree in Law

### **2023**

Front-end Development and Programming Logic Course

### **2021**

Human Resources Systems digitalisation training

### **2015 - 2020**

High School

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## **LANGUAGE**

Portuguese (Native)



English (Independent user- B2)



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## **REFERENCES**

### **Ms Sandra Nhachale**

Manager and Consultant - Business Diversity Consultoria Empresarial, SA

Contacto: +258 87 605 2013

### **MrSergio Mulhovo**

Human Resources Manager - IMOPETRO, Ida

Contacto: +258 87 429 1130

### **Ms Marília Mabunda**

School headmaster- Escola Privada Mundo Jesus

Contacto: +258 85 886 2216