



CURRICULUM VITAE

I- CIVIL STATUS

Last name :DA
Name (s) :Bassenian Bonaventure
Date and place of birth :December 31, 1988 in Bapla (Diébougou)
Marital status :Single
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SUM -UP OF MY PROFESSIONAL EXPERIENCE (5 years)

Manager, planner, trainer, teacher, storeman, I have to manage studies trainings and parts in organizations .

II- EDUCATION CURSUS

Institution : American Language Center located at Aube Nouvelle
Date : 04-27 /07/2016
Diploma : Certificate
Institution : National School of Administration and Judiciary (NSAJ)
Date : 2014-2016
Diploma e : Cycle A Diploma Counselor in Human Resources Management (Bac + 5)
Institution : University of Koudougou
Date : 2011-2014
Diploma : Master's degree C1 and C2 in Modern Letters Semiotics option (UFR-LSH)
Institution : University of Koudougou
Date : 2010-2011
Diploma : Bachelor Degree in Modern Letters Semiotics option (UFR-LSH)
Institution : University of Koudougou
Date : 2009 -2010
Diploma : Diploma of General University Studies in Modern Letters (UFR-LSH)
Institution : Provincial High School of Diébougou (Bougouriba)
Date : 2007-2008

Diploma : Baccalaureate of Secondary Education. SERIES A4
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Institution : Provincial High School of Diébougou (Bougouriba)

Date : 2004-2005

Diploma : Undergraduate Study Certificate (USC)
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III- PROFESSIONAL EXPERIENCES

From September 2019 to present day : PhD Student in Management at Scientific Institute of Technology (IST) in collaboration with Distant Production House University (DPHU) of Rwanda

From 2014 to present day : Training Officer at Training Expertise Firm (CEF Cabinet d'Expertise en Formation in french)

From October 2019 to present day : Storeman at Nordgold Mining (Taparko) in collaboration with Right Engineering Solution Company's

From May 2019 to the present day: Consultant-Trainer in Human Resources at SN IRH Africa SARL.

From March 2019 to the present day: Teacher in Human Resources, Organizational Audit and Training Plan (Bachelor and Master) at Higher School of Social Sciences, Humanities and Management (Ecole Supérieure des Sciences Sociales, Humaines et de Management (E3SHM)).

From August 23 to December: Member of the committee entrusted with the recruitment of staff of the firm SN IRH Africa SARL.

From 19 to 23 August 2019: Resource person for the development of the salary scale and the transfer of staff following the 20% increase on the salary of the Bobo-Dioulasso Industrial Vocational Training Center (CFPI-B in french)

From November 2017 to February 2019: Junior Consultant at DEMBS Associates

August - October 2014 (03 months): Investigator at International Marketing-Management Consulting Group (IMCG).

From September 20, 2018 to February 20, 2019 (05 months): Practical internship in Human Resources at the National Office of Water and Sanitation (NOWS or ONEA in french).

During these months of internship, I made the following tours and activities:

Social service (SS)

In this service I spent one (01) month and I was familiar with:

- the organization of the NOWS children's Christmas tree;
- the greeting of the baptisms, marriages, deaths and other recreational activities of the company;
- the activity of renewal of driving licenses of NOWS collaborators;
- the activity of relaxed exits of the staff;
- the activity of creating a City for NOWS' employees.

Human Resources Development Department (HRDD)

I spent one (01) month and I was familiar with:

- the design of certain tools and staffing techniques in Human Resources;
- NOWS' staffing activity in External Human Resources (Laboratory and Electromechanical) in the month of December 2018;
- the promotion of NOWS staff between February-March 2019;
- training as motivation system among others.

Occupational Health and Safety Service (OHSS)

In this service I spent one (01) month and I was familiar with:

- the staffing of NOWS' staff in materials and works equipment with a view to minimizing the risks and accidents ;

- visits to urban centers (Bassinko, Zagtoui) for the treatment of excreta and wastewater for verification of working conditions;
- the risk analysis and work accidents activity of the Bassinko site under the supervision of a labor inspector, the service manager, an SSST agent and myself;
- management of pharmacy vouchers;
- management of reimbursements for pharmaceutical and hospitalization costs...

Personnel Administration Service (PAS)

I spent two (02) months and was familiar with:

- pay of NOWS collaborators;
- elaboration of the REP (Resource Employment Plan) of the collaborators ;
- establishment of declarations relating to the Single Taxes on Salary Treatment (STST or IUTS in french), and contributions to the Autonomous Pension Fund of Officials (APFO or CARFO) and the National Social Security Fund (NSSF or CNSS);
- preparation of memoranda: explanation, retirement, leave decision, affection;
- regular monitoring of the career of NOWS' collaborators;
- maintenance of NOWS' staff file;
- management of the 10 m3 payment statements of retired staff of the firm;
- use of Gd'or software; a payroll management tool and HR Management;
- correction, salary reminder, overtime, etc.

In sum, these five (05) months of internship were sanctioned by a certificate of internship in Human Resources Management. In addition to that, another one (01) month tour was given to me to capitalize this knowledge.

December 2017- August 2018 (09 months): Practical internship in Human Resources at the Ziniaré Professional Training Reference Center (ZPTRC or CFPR-Z).

During these months of internship, I was familiar with:

- preparation of the statements and pay slips of the center 's ;
- establishment of declarations relating to the Single Taxes on Salary Treatment (STST), and contributions to the Autonomous Pension Fund of Officials (APFO) and the National Social Security Fund (NSSF);
- elaboration of deconcentrated acts in the framework of careers management ;
- regular monitoring of the career of the center's agents;
- maintaining the files of the center's collaborators;
- research and implementation of means and actions likely to increase the productivity, efficiency and effectiveness of the center;
- rational use of staff and the creation of good working conditions;
- the monitoring and implementation of the overall reform of the Public Administration and the agent evaluation system;
- monitoring the functioning of the existing advisory bodies in the center and maintaining good relations with the staff organizations and unions;
- the design and implementation of collaborators training plans and programs;
- the recruitment of newcomers ;
- support for social activities at the center (weddings, baptisms, other social events);
- the use of the ECAART software; a payroll management tool and HR Management;
- the implementation of a global strategy for motivating agents;
- the organization of the interviews on the operation with the agents of the center.

In short, these nine (09) months of internship were sanctioned by two certificates of internship in Human Resource Management.

April 05 to July 04, 2017 (03 months): Practical internship in Human Resources at the Radio-Television-Burkina (RTB)

During these three (03) months of internship, I was familiar with:

- the management of the individual files of the agents of the RTB;
- the management of agents' leave acts;
- the management of taking acts of service;
- the management of acts of advancement ;
- the management of training plans for RTB agents;
- the management of evaluation sheets and individual notes;
- the regularization of certain administrative situations, in particular the acts of end of secondment, the reconstitution of career, etc.

These (03) months of internship were sanctioned by a certificate in Human Resources Management.

IV- APTITUDES

Languages :

Language	Speaking	Reading	Writing
English	Medium	Well	Medium
French	Excellent	Excellent	Excellent
Dagara (local language)	Excellent	Well	Well
Dioula (local language)	Well	Well	Well
Mooré (local language)	Medium	Medium	Medium

Computer tool: Perfect use of Windows office, Internet, Publisher, Open Office, SAGE, ECAART.

Hobbies : reading, scrabble games, football, traveling.

Contacts :

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Except error or omission, I certify on the honor that the information above concerning me, are sincere .

Ouagadougou, March 25, 2020



Bassenian Bonaventure DA
Human Resources Management Advisor