

DAVID NJOROGÉ

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PROFESSIONAL SUMMARY A seasoned HR professional with over a decade of experience in aligning HR strategies with business objectives to drive organizational success. Proficient in talent acquisition, employee engagement, performance management, and legal compliance. Recognized for meticulous attention to detail and innovative solutions, including leadership development programs and advanced HR tools, earning commendations for strategic feedback and execution.

- KEY SKILLS**
- Recruitment and Hiring
 - Performance Management
 - Learning and Development
 - Employee Relations
 - Legal Compliance
 - HR Metrics
 - Organizational Skills
 - Team Building
 - Problem-solving Skills
 - Leadership Skills
 - High Attention to Detail
 - Emotional Intelligence
 - Strategic thinking
 - Change Management
 - Project Management
 - Communication Skills

WORK EXPERIENCE

HR Manager
Famous Brands (Debonairs Pizza, Steers, Mugg & Bean).
Nairobi, Kenya

March 2022 - Feb 2025

Achievements.

- Designed and implemented a leadership development program that prepared 5 team members for mid-level management roles, resulting in a 10% growth in net promoter score
- Led the digital transformation of HR processes by implementing an Employee Self Service system, reducing administrative workload by 10% and improving data accuracy.
- Launched a comprehensive employee engagement program that increased employee satisfaction scores by 15%.

Responsibilities.

- Act as a strategic HR partner, collaborating with senior management and regional executives to align HR strategies with business objectives and drive organizational success.
- Provide expert guidance on Kenyan labor laws, HR best practices, and ensuring compliance.

- Develop and implement HR policies, processes, and procedures that foster a positive work culture, enhance employee engagement, and promote organizational goals.
- Advise and support line managers on performance management strategies, goal setting, performance improvement plans, and coaching to drive individual and team performance.
- Manage recruitment and selection process, employing effective strategies to attract and hire top talent.
- Implement talent management initiatives, including performance reviews, talent identification, and succession planning, to ensure a strong pipeline of qualified candidates for key positions.
- Drive employee engagement and retention through the design and execution of initiatives such as engagement surveys, recognition programs, and career development opportunities.
- Manipulate and analyze SAGE 300 data to identify critical HR metrics, generate insightful reports, and provide recommendations to enhance HR programs and drive organizational effectiveness.
- Stay up to date with industry trends and legal changes, adapting HR strategies and practices accordingly to ensure compliance and competitive advantage.
- Conduct HR audits on Franchisees HR operations to ensure no risk to brand reputation and ensure compliance to local legislations.

HR People Officer

Aug 2021 - Feb 2022

Famous Brands (Debonairs Pizza, Steers, Mugg & Bean).

Nairobi, Kenya

Achievements.

- Promoted Famous Brands as an "Employer of Choice" through developing an elaborate employee value proposition resulting in 95% acceptance rate.
- Successfully managed end-to-end recruitment, reducing time-to-fill by 50%.
- Led disciplinary processes ensuring fair and consistent outcomes leading to zero appeal hearing and zero litigations.

Responsibilities.

- Act as the people management lead for operations within Kenya by managing all HR functions.
- Provide expert guidance on labor laws, HR best practices, and compliance to regional executives.
- Conduct regular audits to ensure accurate payroll input and compliance with HR policies.
- Formulated and implemented HR policies, processes, and procedures across multiple units to ensure statutory compliance and operational excellence.

- Led end-to-end recruitment and selection processes for positions up to lower C level, including candidate shortlisting, interviewing, and reference checks.
- Managed disciplinary processes, grievance handling, and conflict resolution, ensuring fair and consistent outcomes.
- Conducted exit interviews, analyzed data, and prepared reports to identify trends and improve retention strategies.

Human Resource Officer
Insight Management Consultants.
Nairobi, Kenya

July 2014 -July 2021

Achievements.

- Implemented biometric system for attendance, improving accuracy by 20%.
- Established a performance-based reward system, boosting overall productivity by 15%.
- Achieved full adherence to labor laws, including minimum wage payment and overtime.

Responsibilities.

- Prepared, monitored, and terminated employee contracts, ensuring legal compliance and implementing HR requirements.
- Conducted onboarding and exit processes for new and departing employees.
- Coordinated talent acquisition and recruitment efforts to bring in top talent.
- Planned and executed training and development initiatives for employees to enhance their skills and knowledge.
- Managed disciplinary and grievance handling within legal framework, ensuring employee welfare and OSHA compliance.
- Prepared HR reports, payroll data, and invoicing information.
- Monitored staff performance and maintained attendance records, while managing leave and formulating HR policies.

EDUCATION

Mount Kenya University
Nairobi, Kenya.

Business Management -Human
Resource Management

Dec 2018

Pumwani Boys High
School Nairobi, Kenya.

High School certificate

Dec 2010

AFFILIATIONS

Institute of Human Resource Management - Full member