

Maureen Shisia Barasa

RECRUITMENT AND PLACEMENT
SPECIALIST

Details

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Links

[LinkedIn](#)

[Social Entrepreneurship
Incubation Program](#)

Skills

Technical Recruitment

Employer branding

Customer Support

Market Research

Fast Learner

Confident Communication
influencing

Effective Time Management

Leadership and Teamwork

Onboarding and Employee
Training

Employee Recruitment &
Retention

Data Analysis

Resilience, flexibility and
Adaptability

Autonomous and Independent
Thinker

Hobbies

Gardening, Travelling, reading

Languages

English

Swahili

Profile

I am a dedicated recruitment specialist adept in all aspects of recruitment support and solutions, expertise in in-house talent sourcing for startups and in a staffing agency, screening, interviewing, and placing. Passionate about providing optimal support to candidates and hiring managers, using data driven solutions that communicate the areas and needs for organizational growth.

Employment History

Human Resource & Administrative Manager at betPawa (Nanovas International Limited), Nairobi

OCTOBER 2019 — SEPTEMBER 2021

- Collaborated with hiring managers in sourcing, recruitment, and termination
- Managed the full cycle, in-house hiring process from sourcing to correspondence with successful and unsuccessful candidates
- Employer branding before, during and after hiring process
- Implemented staff retention programs, including training and development, reward structure, and benefit administration
- Bench-marked salaries with other companies in the gaming industry
- Data analysis, status reports writing for future data-driven decision making
- Payroll management and benefit administration
- Coordinated with official bodies regarding legal aspects of the organization ensuring compliance on residence and work permits for expatriates
- Updated and maintained soft and written employment records on staff
- Oversaw leave, attendance, and time management functions
- Provided analytical and well-documented recruiting reports to the rest of the team in order to build a scalable workforce
- Together with line managers, conducted staff training needs assessment
- I conducted market research and data analysis on the labor market for more informed decisions on the availability and demand of candidates

Achievements

1. I am a self-starter who built the Human resource department from scratch
2. Through recommendations to line managers, we reduced staff turnover by 60% in the 1st year
3. I led a team of 50 in a fast paced startup transition to remote working

Personal Assistant at betPawa (Nanovas International Limited), Virtual

OCTOBER 2019 — AUGUST 2021

I served as a virtual assistant to the CEO in the following roles

- Managing his calendar, booking and managing flights and accommodation
- Attracting and recruitment of house staff
- Paying bills and records management
- Point of contact for banking issues

Customer Support Agent at betPawa, Nairobi

JUNE 2018 — 2019

- Handled client's problems through emails, social media, and calls
- Identified and assessed customers' needs to achieve satisfaction
- Handled complaints, and provided appropriate solutions and alternatives

Education

BSc Human Resource Management, Moi University, Eldoret

APRIL 2012 — DECEMBER 2015

I graduated with Honors,
Second Class Upper Division

Diploma in Information Technology, Starehe Girls' Institute, Nairobi

FEBRUARY 2011 — OCTOBER 2011

Pass with Credit

MA Social Entrepreneurship, Tallinn University, Tallinn

AUGUST 2021 — JULY 2023

Ongoing to graduate in 2023

Professional Certificates

Employer branding on
LinkedIn

Technical Recruitment

- Kept data of customer interactions and communicate statistics
- Advised and sold company products and services
- Assist with scheduling the team members' work shifts.

Achievements

1. Awarded top social media agent of the year 2018/2019
2. Awarded most helpful agent 2019
3. Streamlined the work scheduling process

HR Assistant and Employee Welfare Officer at HABO GROUP OF COMPANIES, Mombasa

MARCH 2017 — OCTOBER 2017

- Conducted end-to-end recruitment, selection, and placement in partnership with team managers
- Management of performance management and appraisal system
- Maintenance of the HR records and systems.
- Developed reports on training needs, staff sick leave, attendance, and grievances
- Coordinated safety and health audits, investigated accidents, and prepared reports.
- Organized and managed staff welfare activities
- Counseled and resolved employee grievances and conflicts
- Identified and advised management on statutory and legal requirements.

Achievements:

- Improved the communication and grievance handling procedure.

Human Resource, Recruitment & Administrative Assistant at Mwanzoni Limited, Nairobi

JANUARY 2016 — AUGUST 2016

- Created and implemented Human Resource related Policies strategies,
- Developed and implemented Employee Performance Management
- Interpreting clients' needs and making hires that meet their demands
- Regularly collaborated with team managers in assessing hiring needs
- With team managers, developed hiring plans and updated Job Specifications and Job Descriptions
- Was responsible for employer branding
- Organized staff meetings and workshops, and communicated outcomes
- Managed HR databases, Applicant Tracking Systems (ATS) and Candidate Management Systems (CMS)
- Maintained HR filing system and ensure the safety of employee records.
- Ensured proper maintenance and functioning of the office equipment

Achievements

1. Increased employee satisfaction by implementing a division-wide 360-degree feedback process
2. Sourced and placed 2 executive hires for a client
3. Successfully introduced and implemented CSR projects

Internships

Intern at SIMI APP, Tallinn

SEPTEMBER 2021 — OCTOBER 2021

- Market research, creative marketing, content development and optimization, advertising, market analysis

Ward Assistant at Kenyatta National Hospital, Nairobi

JANUARY 2011 — OCTOBER 2011

- Record management & helped patients with movement and accessing amenities

Human Resource Intern at Coca Cola Sabco, Nairobi

FEBRUARY 2015 — MAY 2015

- Leave management, minute taking in meetings, record keeping and daily support of HR Business partners
- Developed a database to track the recruitment and selection process,

Sales & Marketing Intern at Coca cola; Equator Bottlers Limited, Kakamega

JANUARY 2014 — MARCH 2014

- Merchandising , Shop activation, acquisition of new retailers, stocking shops