

RESUME

Ali Malala

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PROFESSIONAL PROFILE

A highly experienced and results-driven Human Resource and education professional with over 15 years of leadership in academic institutions. Skilled in staff recruitment, performance management, training and development, conflict resolution, and compliance with labor laws. Proven ability to foster positive work environments and drive institutional growth through strategic decision-making and policy implementation.

EDUCATION BACKGROUND

Master of Business administration (MBA) - Human Recourse Management (HRM)

Kabarak University, Nakuru

2014 - 2016

Diploma in Education (PGDE) – Credit I

Kenyatta University, Nairobi

2006 – 2008

Bachelor of Science (BSc) – Honours

Moi University, Eldoret

1999 - 2004

- Chemistry
- Zoology
- Botany

Kenya Certificate of Secondary Education (KCSE) – B (Plain)

Bushiangala Secondary School, Kakamega

1994 – 1997

Kenya Certificate of Primary Education (KCPE) – B (Plain)

Khaimba Primary School, Mumias

1985 – 1993

PROFESSIONAL MEMBERSHIPS

- Member, Teachers Service Commission (TSC) - No. **540968**

- Member, Institute of Human Resource Management (IHRM) - No. **08995**

WORK EXPERIENCE

The Principal/Director,

FAMA High School, Machakos

May 2022 – Present

Key Achievements:

- **Increased student enrollment by 35%** through strategic community engagement and improved school reputation.
- **Led the school to a 23% improvement in national exam results**, raising the institution's ranking in the county.
- **Boosted staff retention by 40%** by introducing a structured welfare program and a staff loan scheme, enhancing job satisfaction.
- **Optimized budget management, cutting operational costs by 20%** while expanding academic and extracurricular resources.
- **Implemented a performance-driven culture**, leading to a **15% rise in teacher effectiveness** and overall student success.

The Principal,

Amboseli International Schools, Kajiado

May 2018 - Apr 2022

Key Achievements:

- **Propelled school ranking to 4th in the county**, earning multiple academic excellence awards.
- **Expanded enrollment by over 100 students in two years** through a strategic media campaign.
- **Streamlined transport and boarding operations**, reducing operational costs by 20%.
- **Digitized school administration**, enhancing fee collection efficiency and real-time student performance tracking.
- **Introduced a comprehensive HR policy framework**, ensuring compliance with labor regulations and best practices.
- **Launched a structured student and staff orientation program**, fostering a smooth integration process.

The Principal,

Almumin High School, Nakuru

Feb 2014 – Apr 2018

Key Achievements:

- **Scaled student enrollment from 3 to 200** by strengthening academic programs and community partnerships.

- **Defined the school's vision, mission, and core values**, establishing a clear institutional identity.
- **Introduced structured staff welfare initiatives**, fostering a motivated and high-performing workforce.
- **Developed a 10-year strategic plan**, setting a roadmap for sustained growth and infrastructure expansion.
- **Led change management efforts**, ensuring seamless transitions during school expansions and policy shifts.

The Principal,

Alim High School, Machakos

Jan 2009 – Jan 2014

Key Achievements:

- **Increased student enrollment from 80 to 300** through targeted media campaigns, representing a **275% growth**.
- Improved overall school performance from a **C+ to a B**, receiving awards and reflecting a **10%** grade point average increase.
- **Implemented data-driven financial planning**, ensuring budgetary sustainability and operational efficiency.

Lecturer,

Kenya College of Science and Technology, Nakuru

Jan 2006 – Dec 2007

Key Achievements:

- **Lectured in Chemistry, Biochemistry, and Microbiology**, improving student success rates.
- **Modernized laboratory facilities**, enhancing hands-on learning experiences.
- **Led the Department of Pure and Applied Sciences**, overseeing curriculum development and faculty coordination.

SEMINARS & TRAINING

- **Teacher Training Workshop** - New Horizon/US Embassy Nairobi (March 2017)
- **HR Strategic Planning & Leadership Training** - Various Institutions

KEY SKILLS & COMPETENCIES

- **Human Resource Management** – Staff recruitment, training, performance evaluation, and labor law compliance.
- **Strategic Planning & Leadership** – Leading institutional growth, budgeting, and policy implementation.
- **Conflict Resolution & Negotiation** – Managing grievances, counseling, and dispute resolution.
- **Educational Administration** – Curriculum development, examination oversight, and student mentorship.
- **Technology Proficiency** – Microsoft Office Suite, HRM Systems, Payroll Software.

HOBBIES & INTERESTS

- **Community Leadership** – Volunteer as a secretary at my local mosque, managing records and events.
- **Mentorship** – Guide and support young students, including youth, in academics and personal development & wellbeing.

REFEREES

1. Aminah Ibrahim

Managing Director, Amboseli Schools Ltd

Phone No: 0780707575

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2. Dr. Maina Waiganjo

Senior Lecturer, School of Business and Economics

Kabarak University

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3. Mr. Philip Ragama

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