



Tracy Undisa

HUMAN RESOURCE PRACTITIONER

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PROFILE

Dedicated and highly organized HR Professional with a strong academic background and proven experience. Seeking a role in HR where I can leverage my expertise in talent acquisition, employee relations, and HR administration to contribute to department success and organizational goals. Detail-oriented, excellent communicator, and committed to fostering a positive workplace environment for enhanced HR operations and employee satisfaction.

SKILLS

- Proficiency in handling administrative tasks.
- Data management, including maintaining accurate employee records
- Proficiency with business intelligence and human resources software
- Able to do detailed work with high level of accuracy
- Excellent interpersonal and communication skills
- Ability to exercise discretion and showcase professional judgment
- Advanced knowledge of using Microsoft Word, Outlook, Excel, and PowerPoint
- Able to take direction and work independently
- Looking to learn more and develop skillset further.
- Basic Graphic Design
- Customer Service
- Good communication and literary skills

EXPERTIZE

- Communication
- Ability to Work Under Pressure
- Time Management
- Conflict resolution
- Leadership
- Adaptability
- Decision Making

WORK EXPERIENCE

HUMAN RESOURCE ASSISTANT VETLAB SPORTS CLUB

APR 2023 – APRIL 2024

- Assumed **responsibilities of the HR Department** during a **temporary absence of the HR Manager**.
- **Recruitment and Selection:** Manage the recruitment process for various positions in the club, including creating job postings, sourcing candidates, screening resumes, conducting interviews, and making recommendations for hiring decisions.
- **Employee Onboarding:** Facilitate the onboarding process for new hires, including coordinating orientation sessions, completing new hire paperwork, and ensuring a smooth transition into the club's workforce.
- **Employee Records Management:** Maintain accurate and up-to-date employee records, including personal information, employment contracts, benefits enrollment, and training records. Ensure compliance with data protection regulations and confidentiality requirements.
- **HR Policies and Procedures:** Assist in developing and implementing HR policies and procedures specific to the club's needs. Communicate and enforce policies to employees, ensuring consistency and compliance.
- **Time and Attendance Tracking:** Manage time and attendance systems, ensuring accurate recording of employee work hours, leaves, and absences. Prepare payroll information for processing.
- **Employee Relations:** Address employee inquiries, concerns, and grievances. Facilitate effective communication between management and employees. Assist in conflict resolution and promote a positive work environment.

EDUCATION

SEP 2022 – PRESENT
KCA UNIVERSITY
Bachelor of Commerce
(Human Resource Option)
Currently pursuing

SEP 2021 – JUL 2022
COLLEGE OF HUMAN
RESOURCE MANAGEMENT
**Higher Diploma in Human
Resource Management**
Completed my final exams in July 2022
awaiting certification.

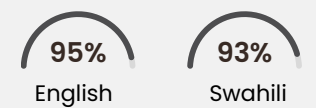
MAY 2019 – JUL 2021
COLLEGE OF HUMAN
RESOURCE MANAGEMENT
Diploma in Human Resource Management
Completed my final exams in July 2021, graduated,
awaiting certification.

CERTIFICATION

JAN 2019 – MAR 2019
EAST AFRICA INSTITUTE
OF CERTIFIED STUDIES
International Computer Digital Literacy

JAN 2015 – NOV 2018
BRISTAR GIRLS HIGH SCHOOL
Kenya Certificate of Secondary Education
Attained a C (Plain)

LANGUAGES



INTERESTS



- **Training and Development:** Coordinate training programs and initiatives, including scheduling sessions, tracking participation, and maintaining training records. Collaborate with external trainers or vendors as necessary.
- **Performance Management:** Support the performance management process by assisting in performance evaluations, maintaining performance documentation, and tracking employee goals and objectives.
- **Health and Safety:** Assist in maintaining a safe and healthy work environment by promoting and implementing health and safety policies and procedures. Conduct safety training sessions and ensure compliance with relevant regulations.
- **HR Reporting:** Prepare HR reports and metrics as needed, such as headcount reports, turnover analysis, and training summaries. Provide data-driven insights to management for decision-making purposes.
- **Compliance and Legal Requirements:** Stay updated on relevant employment laws, regulations, and industry best practices. Ensure HR practices, policies, and procedures align with legal requirements.
- **General Administrative Support:** Provide general administrative support to the HR function, such as managing correspondence, scheduling meetings, maintaining HR-related documentation, and ordering office supplies.
- **Medical and Pension Benefits Administration:** Administer enrollment, changes, and inquiries for healthcare insurance and pension plans. Communicate plan details, eligibility, and options to employees, ensuring understanding. Maintain accurate records, coordinate open enrollment, and address benefit-related issues.

HUMAN RESOURCE INTERN
VETLAB SPORTS CLUB

JAN 2023 – APR 2023

- Digitization of Employee records in the company - Implementing a **comprehensive digitization strategy** to convert and archive employee records electronically and saving them in the Human Resource Database.
- **Ensuring the Club's databases are up-to-date** by accurately inputting new employee information
- **Recruitment and selection** - Facilitating the interview process by contacting candidates, scheduling interviews, participating in the interview and selection process.
- **Skillfully drafting legally compliant contracts** for interns and attachees and ensuring contract terms accurately reflect the agreed-upon conditions and align with organizational policies.
- **Learning and development** -Supporting the smooth onboarding process for new attachees and interns
- Proactively **generating new records** in response to requests from the line manager.

AWARDS

FEB 2016 – MAR 2018

THE DUKE OF ENDINBURGH'S
INTERNATIONAL AWARD IN KENYA
President's Award Scheme for Young People
Attained a Gold, Silver and Bronze Standards

MAR 2016

ST. JOHN AMBULANCE KENYA
First Aid Course for Brigade Members

REFERENCES

RAHAB MUNANYAKI

HUMAN RESOURCE MANAGER
VETLAB SPORTS CLUB
P.O Box 29105 – 00625
Email: hr@vetlabsc.com

CHRISTINE GACHERI

HUMAN RESOURCE MANAGER
Email: christine1gacheri@gmail.com

DORA NGOYA

PRINCIPAL OF HUMAN RESOURCE OFFICER
(TRAINING)
KENYA BUREAU OF STANDARDS
P.O Box 54974 – 00200
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ABED KYALO

HEAD OF DEPARTMENT
COLLEGE OF HUMAN RESOURCE
MANAGEMENT
P.O Box 4322 – 00100
Email: info@chrm.or.ke/college@chrm.or.ke

- Efficiently distributing essential onboarding documents to newly onboarded interns and attachees.
- Facilitating the timely and confidential distribution of payslips to all employees.
- Skillfully preparing requisitions to initiate HR department processes and procure necessary resources.

HUMAN RESOURCE ATTACHEE
KENYA BUREAU OF STANDARDS

APR 2022 – JUN 2022

- Addressing and resolving HR-related queries and concerns raised by attachees and providing guidance and support on HR policies, procedures, and operations.
- Receiving certificates from relevant authorities or training providers, making copies of certificates to ensure each employee receives their own copy, organizing and dispatching the certificates to respective employees promptly and accurately.
- Creation of records and opening new files as requested by the supervisor to facilitate filling of new function record in the organization.
- Handling incoming calls from employees and external stakeholders and providing timely and professional responses to inquiries, concerns, or requests.
- Collecting and recording attachee applications accurately and comprehensively thereafter, inputting application details into the organization's database or applicant tracking system.
- Ensuring high-quality scanning, photocopying, and printing results.
- Drafting attachment letters for attachees joining the organization in the upcoming quarter.
- Distributing entry forms to incoming attachees and explaining their purpose and importance.
- Providing attachees who have completed their attachment with clearance forms and explaining the purpose and process of filling out the clearance forms.
- Crafting recommendation letters for attachees who have successfully completed their attachment and obtained clearances.
- Facilitating the processing of training requests through the procurement department or Learning and Development department.

OTHER ROLES

SHOP ATTENDANT
SITIRI COUTURE

JAN 2021 – DEC 2021

PERSONAL ASSISTANT
THE RIVER OF GOD CHURCH

JAN 2020 – DEC 2020