

## Contact

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## Top Skills

# Adept at assessing needs, generating options, and implementing solutions in collaboration with clients and stakeholders

design and implement strategic plans and develop high performing teams

# Talent Management; workforce planning, resourcing, performance management, training and development, succession planning and career management

# Irene MUINDE

Human Resources Professional

## Summary

I am a high performing, strategic-thinking professional with a winning attitude and strong human relations skills.

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## Experience

Total Kenya Plc

Head of Human Resources & Administration

September 2013 - Present

Nairobi, Kenya

A motivated self-starter with over 20 years diverse experience in innovative and effective HR Management techniques gained from reputable organizations namely; Banking, Manufacturing and the Oil & Gas Industry.

Demonstrated strong leadership, organizational skills and ability to achieve results through people.

Highly adaptable communicator with excellent communication skills.

Previously served as Council Member - Institute of Human Resources Management Kenya.

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## Education

University of Nairobi

Bachelor of Arts - BA

Moi University

Executive - Masters in Business Administration