

Winstone Omollo Ayaya.

Summary.

Human Resources Manager with a practical understanding of business needs, passionate about enabling people and organizations realize their highest potential and an active member of Institute of Human Resources Management (IHRM). A Team building facilitator, Trainer and expert in Employee wellness pursuits.





Personal details.

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E-mail: Winston_ayaya@yahoo.com/winston.ayaya82@gmail.com. | **D.O.B:** 12th August, 1982 |

Nationality: Kenyan | **Languages spoken:** English & Swahili.

Academic and Professional qualifications.

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|  Technical University of Mombasa. | January-December, 2009 |
| Higher Diploma in Human Resource management and Industrial relations. | |
|  Kenyatta University-Kenya. | September, 2002-June, 2006. |
| Bachelor of Science Degree in Recreation and Leisure Management. | |
|  Bukolwe mixed Secondary School. | February, 1997—November 2000. |
| Kenya Certificate of Secondary Education. (K.C.S.E) | |
|  Butere Primary School. | January, 1989—November, 1996. |
| Kenya Certificate of Primary Education (K.C.S.E). | |
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Professional membership.

-  Institute of Human Resources Management-Kenya; Member number 005587.
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Key skills and competencies.

Employee onboarding, Human Resources' establishment set up, Occupational health and safety, Recruitment & Selection, Leadership development, Team building, Training & development, Payroll administration, Human resource information system's management, Performance management, Policy design & administration and Employee relations.

Career accomplishments.

-  Pre-opening Human Resources Manager of Sarova Woodlands Hotel & Spa- Nakuru. Spearheaded employee recruitment, onboarding, training and successful set up of the Human resources function.
-  Successfully spearheaded installation and implementation of Paymaster and HR master system software at Sarova Whitesands beach Resort & Spa during my tenure as the Human Resources Coordinator.
-  During my tenure as the Acting Training Manager- Sarova Whitesands beach resort, I was able to bring down guest complaints within the hotel through respond to training needs identified from constant guest feedback reviews.

- ✚ Managed to bring down staff FTE at Sarova Whitesands to 385 down from previous record of above 420 thus reducing payroll costs and same time maximizing staff efficiency during my tenure as the Human Resources Coordinator.
- ✚ As an Acting Training Manager at Sarova Whitesands beach resort, I was able to wholly embrace the concept of having multi-skilled staff where I managed to have 5 fully certified multi-skilled staff in a period of six months during the year, 2015.
- ✚ As a Human Resources Assistant at Sarova whitesands, I managed to reduce staff meal costs by 27% through implementation of various control measures to a constant cost of 1.2 M from the previous monthly costs of 1.6M.
- ✚ As a Human Resources Assistant at African Cotton Industries Limited, I was able to bring down staff accident records to only one incident from a past sequence of over 5 accidents in a year during my one year period with the company.
- ✚ Through utilization of skills acquired in my first degree, was able to initiate and operationalize inter-departmental staff sports tournament which is still a yearly activity to date at Sarova Whitesands Beach resort.

Professional experience.

Human Resource Manager.

Sarova Woodlands Hotel & Spa- Nakuru.

August, 2017 – to date.

Provision of support to the company's strategic goals through creation and fostering of a people driven culture that offers employees a dynamic and challenging work environment which fosters personal and professional growth.

My key roles include:

- ✚ Employee recruitment and selection.
- ✚ Employee Training and development.
- ✚ Employee compensation, rewards and benefits administration.
- ✚ Human resources budgeting and controls in line with the organization's goals and objectives.
- ✚ Management of employee relations' issues.

Pre-opening Human Resource Manager.

Sarova Woodlands Hotel & Spa- Nakuru.

April, 2017 – July, 2017.

I was responsible for overall set up of the Human Resources function/process at the newly built 5 star rating Sarova Woodlands Hotel & Spa- Nakuru.

My key responsibilities included:

- ✚ Establishment of the unit's organization structure.
- ✚ Development of the unit's manpower budgets in line with the projected business needs.
- ✚ Employee recruitment and selection.
- ✚ Employee onboarding, training and development.

- ✚ Liaison with the relevant stake holders such as NSSF, NHIF, KRA and local county officials to ensure acquisition of required operational licences.
- ✚ Set up of employee Welfare Fund and SACCO.
- ✚ Set up of staff facilities such as cafeteria and changing rooms.
- ✚ Establishment of staff attendance system/registers.
- ✚ Sourcing and contracting of staff medical providers.
- ✚ Sourcing and contracting of staff transport providers.
- ✚ Set up of staff union representation in the establishment.
- ✚ Review of the company's policies & procedures and training of employees on the same to ensure adherence.

Human Resource Coordinator.

Sarova Whitesands beach resort & Spa.

April, 2013 – March, 2017.

I was responsible for overall coordination of all HR functions within Sarova Whitesands Beach resort & Spa with a staffing level of 385 employees.

My key responsibilities included:

- ✚ Generation of monthly Human Resource reports.
- ✚ Recruitment, induction planning and coordination for new staff.
- ✚ Management of Human Resources Information system (HR Master) and update of HR records.
- ✚ Payroll administration: - Management and control of Paymaster system
- ✚ Management of staff welfare matters including overall supervision and monitoring of the staff welfare fund.
- ✚ Management of industrial relations matters by creating an enhanced working relationship between Management and Union.
- ✚ Development, implementation and monitoring of yearly Human resource budgets.
- ✚ Yearly manpower reviews and planning in consideration to immediate and long-term staff requirements to increase productivity efficiency at all levels to enable realization of the company's business goal.
- ✚ Constant review of all required Hotel legal operational licenses to ensure they are up to date.










Ag. Training Manager

Sarova Hotels & Game Lodges.

August, 2013 to March, 2017.

In charge of the Training docket at Sarova Whitesands Beach resort & Spa whereby I work hand in hand with heads of departments in addressing the company's training needs as an enabling factor to the realization of the company's overall mission to guests and employees.

My key responsibilities included:

-  Carrying out training needs analysis based on guest feedback reviews and bi-annual employee performance appraisals to develop a structured training calendar in order to address identified needs in line with company goals and objectives.
-  Carry out training impact assessment and continuous follow up on various training action plans developed by staff who have undertaken planned internal and external trainings.
-  Management of students' internship program including their recruitment, coaching and mentoring.
-  Management and coordination of company's Management development program as well as apprentice program.
-  Identifying and developing high performance employees for career development, coaching and mentoring as a strategy for the company's succession plan.
-  Sourcing and coordination of external trainings opportunities for staff.
-  Preparation of monthly training reports.
-  Development and management of staff recognition programs.
-  Auditing of organization standards





Human Resource Assistant:

Sarova Hotels & Game Lodges.

March, 2012 March, 2013.

Held this position for a period of one year within which I was able to work efficiently and effectively thereby proving to the Management my readiness and capability to assume higher roles. Reporting to Human Resources Manager.

Key responsibilities:-

-  Recruitment planning, selection and induction of all new employees.
-  Scheduling Management and Union committee meetings on disciplinary issues/staff issues and taking minutes.
-  Payroll administration- Advising on pay and other remuneration issues, including promotion and benefits. Undertaking regular salary reviews of unionisable staff in line with CBA agreement. Processing payroll data and ensuring that payment is made within time.
-  Handling and processing of WIBA cases inclusive of claiming from insurance and reporting to the necessary authorities.

- ✚ Pension administration—Maintenance of an up to date employee pension membership in liaison with Head Office to process pension claims for exiting employees.
- ✚ Staff Medical scheme administration—Maintenance of an up to date Managers' medical scheme data, provide accurate information on their dependants and liaising with Head Office for card renewals and processing.
- ✚ Employee Welfare- overseeing the effective management and running of the staff Welfare Fund in line with the fund's constitution. Scheduling and taking minutes of the staff comfort committee meetings on a monthly basis.

Human Resource Assistant:

African Cotton Industries Limited.

January, 2011 to February, 2012.

Reporting to the General Manager, I was in charge of running all the Human resource functions within the company's Mombasa plant which included:-

- ✚ Provision of leadership and support to existing management and staff with regard to HR functions.
- ✚ Oversee recruitment, staff development and performance management both at policy, planning and implementation levels in liaison with other departments.
- ✚ Management and maintenance of existing company HR policies.
- ✚ Management and administration of the company's compensation policy and benefits program.
- ✚ Development and directing of the process of organizational development to address succession planning throughout the company.
- ✚ Administration of performance management and evaluation systems for the company.
- ✚ Management of the company's Human resource records.
- ✚ Administration and management of the company's health and safety committee.
- ✚ Formulation and implementation of HR policies.
- ✚ Processing of WIBA cases inclusive of claiming from insurance and reporting to the necessary authorities.

Team building and Leadership development facilitator

Sun N Sand beach resort- Mombasa.

August, 2008—December, 2010

Was responsible for creation and development of strong teams as well as building and nurturing both visiting groups and company staff for leadership positions by:

Designing and execution of tailor-made team building and leadership development programs in-line with;

- ✚ Conflict resolution and problem solving.
- ✚ Change management.
- ✚ Team work
- ✚ Trust

✚ Time management.

✚ Communication

Team building and Leadership development facilitator.

MT.Kenya school of Adventure and Leadership.

July, 2006-July, 2008

I was in charge of:

- ✚ Planning, organization and administration of team building and leadership development programs
- ✚ Development and implementation of new programs in-line with emerging corporate trends.
- ✚ Assessment and evaluation of participants to generate individual final report to the respective sponsor company.

Other courses attended:

- ✚ **November 23rd, 2019(Academy of certified Human Resource Practitioners)**
Managing Conflicts in the workplace.
- ✚ **September 7th, 2019(Academy of certified Human Resource Practitioners)**
Corporate Governance.
- ✚ **June 10th-14th, 2019(Kenya Utalii College:- Management Development Programme)**
Rethinking Human Resources in the Kenyan Hospitality sector.
- ✚ **June 11th-15th, 2018(Kenya Utalii College:- Management Development Programme)**
Up scaling Human Resources function delivery.
- ✚ **March 15th-18th, 2011(Federation of Kenya Employers)**
Occupational Health and Safety
- ✚ **July 7th, 2011(Association of Kenya Insurers)**
Occupational Health and Safety.

Other interests.

- ✚ Health and wellness coaching and pursuits
- ✚ Outdoor pursuits (camping, rock climbing, mountaineering, hiking, ropes course)
- ✚ Team building and leadership mentoring activities
- ✚ Reading inspirational articles and books
- ✚ Participation in sporting activities.

References:

- Betty Mangi | HRM | Sarova Panafric Hotel | 0720760681 | betty.mangi@gmail.com.
- Irene Mithia | Human Resources Officer | Judiciary Service | 0715626652 | imithia@gmail.com