

**A. PROFESSIONAL SUMMARY**

- i) Member of Institute of Human Resource Management (Kenya).
  - ii) Member of National Quality Institute (Kenya)
  - iii) Certified Internal Quality Auditor (ISO 9001:2015)
  - iv) Expertise in development and implementation of HR Policies.
  - v) Good knowledge of labor laws (Kenya).
  - vi) Extensive experience in developing and implementing Standard Operating Procedures
  - vii) Over 9 years of experience in coordinating HR functions such as Recruitment and Selection, Employee onboarding and off boarding, Succession Planning, Performance Management, Employee Relations, Training & Development, Statutory Compliances & Records
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**B. SPECIAL ASSIGNMENTS**

- i) February, 2018: Member, Strategic Planning 2018-2023 Committee
- ii) June 2017: Member, Performance Management Committee
- iii) July 5, 2018: Member, Budgetary Implementation Committee
- iv) May 2018: Member, Bookstores Management Committee
- v) Mau, 2018: Member, Restaurant Management Committee
- vi) August 2016: Member, Strategic Planning 2014-2018 Review Committee
- vii) April, 2016: Member, Quality Management System Review Committee
- viii) November, 2015: Secretary, HIV/AIDs Prevention Committee
- ix) November 2015: Secretary, Alcohol and Drug Abuse (ADA)

**C. KEY STRENGTHS**

- i) Ability to manage high volume work flow and to work under minimum supervision.
- ii) Ability to think, detect and analyze a problem and suggest feasible solutions
- iii) Good organizational, analytical and time management skills
- iv) Good Communication and interpersonal skills
- v) Proactive, consistent and committed worker
- vi) Trustworthy and results-driven

## **D. WORK EXPERIENCE**

**June 2015 to Date:**

**UNES Ltd**

**Position:**

**SHRO (Generalist Role)**

### **My current Key Result Areas:**

#### ***Strategic Planning:***

- Contribute to the development of the Corporate Strategic Plan;
- Monitor the implementation of planned initiatives through performance management process.
- Develop and implement annual departmental work plan.
- Proactively identify risks within the HR processes, develop and implement the necessary mitigation plans

#### ***Succession Management:***

- Proactively identify succession risks, prepare and execute plans of managing succession risks.
- Use analytical and experiential data to understand individual talent's performance and
- Connect with high potential employee and provides coaching support on their career and development plans.

#### ***Knowledge Management:***

- Monitor HR processes through collection and analysis of relevant data;
- Draw and use insights from the processed data to address critical problems and to inform on policy,
- resource allocation and quality of service.

#### ***Policy Framework:***

- Continuously monitor the environment, regularly review the existing policies and procedures to align to the emerging regulations and trends in the industry;
- Communicate the existing policies to both staff and managers ensure that they are implemented accordingly

#### ***Learning & Capability Development:***

- Work with the line managers to identify any competency gaps and address them through training and development;
- Provide insights on prioritization of training and capability needs to improve performance
- Facilitate in-house trainings and sensitizations through delivery of appropriate content

#### ***Performance Management:***

- Work closely with the line managers to ensure that the performance management framework is aligned to the business direction; train staff on performance management framework;
- Monitor the staff appraisals to ensure that they are conducted within the stipulated timelines and guidelines and generate relevant reports to inform future decision making.

#### ***Employee Relations:***

- Work in partnership with line managers to provide challenge, legal guidance and advice in dealing with difficult people issues in a fair, straightforward manner and without delay;
- Act as central point for interpretation of the labor laws to both staff and the management.

***Recruitment and Selection:***

- In conjunction with the line managers, facilitate timely recruitment and selection process;
- Monitor and evaluate appropriate recruitment metrics and generate relevant reports to inform decision making.
- Manage on boarding of new staff;

***Organization Development:***

- In conjunction with the line managers, review and update the organization chart in line with the business strategy;
- Use diagnostic tools such as employee satisfaction, cultural assessments and employee engagement tools
- Ensure that the staff job descriptions and job specifications are up to date.

***Employee Welfare:***

- Plan and implement Human Resources related Administrative functions such as; administration of medical scheme, administration of loans and advances;
- Coordinate gender mainstreaming and disability mainstreaming activities;
- Coordinate alcohol and drug abuse prevention activities;
- Coordinate HIV/AIDs prevention activities
- Support Consultancy Business in execution of HR related projects and programs

**Oct 2012 to May 2015:****UNES Ltd****Position:****HR Officer (Generalist Role) Key****Responsibilities:**

- I coordinated all the training activities in the company and generated relevant reports for management.
- I facilitated the recruitment, selection and induction of new employees and generated relevant reports.
- Coordinated the performance appraisal process; provided feedback to employees and generated reports to the management.
- Managing employee data.
- Leave Management.
- Managing and tracking and ensuring employee contracts are renewed on time
- Participated in employee disciplinary committee meetings and generate reports on the same
- Handle HR Related Administrative functions e.g. medical scheme, loans and advances, gender mainstreaming activities and ADA activities.

**Feb 2010 – Aug 2012:****Symphony Technologies (Kenya)****Position:****Human Resource Assistant (Generalist Role)****Key Responsibilities:**

- Preparing and maintaining job descriptions for new and existing positions
- Carrying out the recruitment and selection exercises for Symphony Kenya, Uganda and Rwanda and Ethiopia
- Managing employee leave data and generating relevant reports.
- Managing employee attendance and generating relevant reports.
- Advise the Payroll Administrator on HR related matters affecting the payroll in a timely manner.

- Conducting of staff induction.
- Compiling and maintaining records on leave and attendance for use in payroll processing.
- Reviewing hr policies and advising the management on labor related issues.
- Overseeing the day-to-day efficient operation of the HR office.
- employee safety, welfare, wellness, and health reporting

**August 2008-February 2010:**

**Safaricom PLC**

**Position:**

**Recruitment Associate (Specialist Role)**

**Key Responsibilities:**

- Support in recruitment and Selection
- New Staff Induction
- Maintenance of human resource information system
- Updating staff details on oracle as when they are received from respective divisions
- Maintaining physical custody of personnel files
- Filling all employee correspondence
- Managing a data bank of professional applicants

**May 2008 to August 2008:**

**Unilever Kenya limited**

**Position:**

**Intern (Learning and talent management)**

**Key Responsibilities:**

- Book training venues and where necessary the accommodation for both the facilitators and the trainees.
- Book and confirm road travel transport where necessary
- Print, type and issue training materials and evaluation forms
- Filling all training and development documents and correspondence
- Enroll Staff into relevant E-learning courses

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## **ACADEMIC AND PROFESSIONAL QUALIFICATION**

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2018	CHRP Level 6
Dec 2017	Master's in Business Administration
2008 – 2009	Post Graduate Diploma in Human Resource Management Institute of Human Resource Management.
2002- 2007	Bachelor of Education Arts Kenyatta University
2007 – 2007	Diploma in Customer Management Riccatti Business College

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## **SEMINARS AND SHORT COURSES ATTENDED:**

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- Risk Management Course – ISO 31000
- Succession Planning and Management Course
- Practical Application of Labour Laws Seminar
- ISO 9001:2015 Internal Quality Auditing Course
- Performance and Appraisal Management Workshop
- Effective Report Writing Workshop
- Effective Leadership Management Workshop
- Strategic Performance Management Workshop
- Gender and Disability Mainstreaming workshop

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## REFEREES

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Geoffrey Momanyi Manager,  
Strategy Delivery & Coordination  
UNES Ltd.  
Mobile: 0720733869

Benaddete Telles  
SHR&A Officer  
Symphony Ltd  
Mobile: 0725941952

Veronicah Kalekye,  
HR Professional  
Mobile: 0721603148