

PHILAMON KIBET

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CAREER PROFILE SUMMARY

I am passionate about handling human resource operations in a bid to improve workforce performance. The competencies I have acquired over the years have seen me improve my skills in; human resource reporting, recruitment and selection, administration, office management, customer service, personnel management and executive support. Among the roles that I have been tasked with handling include; preparing induction schedules, filling documents, identifying any gap hindering effective performance of the employees, shortlisting attachment and employment applications, orienting new employees and giving reports on the employee's performance. I am now looking to secure an employment position where my expertise will be utilized in improving employee engagement as I in turn gain more experience in the field of human resource.

EDUCATION BACKGROUND

- **Bachelor of Science in Human Resource Management-** Maasai Mara University; 2014 to April 2018.
- **Certificate in computer studies-** Elim computer systems
- **Kenya Certificate of Secondary Education-** Kabulwo secondary school; 2009 to 2012.
- **Kenya Certificate of Primary Education-** Kabulwo primary school; 2001 to 2008.

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KEY SKILLS AND COMPETENCIES ACQUIRED

- **Recruitment and Selection:** Well versed in the recruitment, short listing suitable candidates, interviewing and drafting of the job descriptions.
Administration skills: Experienced in managing administrative functions for example handling emails and telephone calls, ensuring the smooth running of office operations and ensuring that office equipment is well maintained or handled.
- **Office Management:** Acquired skills in general office administration duties for example; interacting with clients, ensuring the proper filing of office documents, event organization, managing the company and director's diary, writing minutes and compiling reports.
- **Human Resource Reporting:** Proficient with filing and updating employee records, processing documentation and preparing reports relating to personnel activities.
- **Customer service cultivation:** Competent in providing an experience to clientele by ensuring the delivery of service is satisfactory and follow up is made to ensure client loyalty.
- **Communication skills:** Excellent communication skills with ability to relate with all the staff working in the department and taking time to listen to staff enquiries and complaints.
- **ICT competence:** Working knowledge of MS suite, internet and emails.

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WORK HISTORY

Human Resource and Admin Intern

Postbank Kenya; March 2021-date

Duties and Responsibilities

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- Recruitment and selection
Maintain the personnel filing system for all staff in Kenya and ensure that all files have necessary information to comply with audit
 - Performance management
 - Prepared induction schedules.
 - Supporting the onboarding and orientation of new team members

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- Supporting in disciplinary processes and coordinating with the respective managers in sending out correspondence related to disciplinary actions
- Perform background checks on all new staff by checking references with professional referees to ensure a fair and objective recruitment process and a true picture of prospective employees is presented to
- Providing advice and support to managers and staff on human resources related matters
- Keeping abreast of developments in various areas of human resources.
- Supporting in off boarding of team members leaving the company and ensuring that all company assets are well accounted for.

Human Resource management and Admin Intern

Public Service Commission; March 2021-date

Duties and Responsibilities

- Verification of information relating to recruitment, appointment, transfers, Human Resource Management
- Records and compliment control,
- Processing cases for the Ministerial Human Resource Management Advisory Committee and assisting in the implementation of the decision.

Human Resource Manager

AMARA CO. LTD; January 2019 –September

2021 Duties and Responsibilities

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- Prepare HR-related reports as needed (like training budgets by department)

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- Address employee queries about benefits (like number of remaining vacation days)
- Review and distribute company policies in digital formats or hard copies
- Recruitment and selection process
- Employee welfare and motivation Team building and team work
- In charge of the entire organization management.

Data Clerk

WORLD VISION KENYA; Feb 2019 –March

2021 Duties and Responsibilities

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- Collect caregiver information from the field
 - Maintains database by entering new and updated household information.
 - Preparing and submitting daily reports to the supervisor
 - Advise the supervisor on matters arising from the survey.

Volunteer

Kinale Achievers School September 2018-December 2018

- Lead the guidance and counselling department □ Head of department Games and Sports.
- Member disciplinary committee.
- Biology and Chemistry teacher.

Human Resource Attaché

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Eldoret Water & Sanitation Company (ELDOWAS); May 2018-August 2018 Duties and Responsibilities

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- Recruitment and selection procedures
 - Payroll administration procedures
 - Keeping employee records
 - General filing and file retrieval
 - Processing of attachment and employment letters

Supervisor Casual Workers

Property World LTD Kenya; Mar 2017- July 2017 Duties and Responsibilities

Providing reports and activity updates to management

- Identifying and resolving workplace problems, including tardiness or absenteeism
- Assisting in resolving emergencies, such as a quality or customer problem that might be escalated to the team supervisor for handling
- Scheduling work hours and shifts
- Keeping employee records
- Preparation of casual workers payment list.
- Team building and team work coordination.

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CERTIFICATIONS

Bachelor's degree Human Resource Management- Second class honors upper division Certificate in Computer Studies.

KCSE Certificate

KCPE Certificate

LEADERSHIP EXPERIENCE

President -PSC Interns at POSTBANK Kenya June 2021-date

Organising Secretary -Kiptani Young Elites Jan 2020-date

Chairperson - Maasai Mara University Kitwek Students Association 2015-2017

Chief scout commander- Kabulwo secondary school 2011-2012

Chairperson - Young Christian Society Kabulwo secondary school 2011-2012 Secretary - Debating Club Kabulwo Secondary. School.

REFEREES

Rhodah Nzomo

Human Resource Employee Relation & training manager

POSTBANK KENYA

Tel. 0737249425

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Mirriam Birgen

Human Resource & Admin Manager.

Eldoret Water and Sanitation Co. Ltd

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Dr. Patrick Gudda

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Philemon Barmosop

ASST. Chief

KABULWO SUB LOCATION

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