***CURRICULUM VITAE SULEIMAN MOHAMMED LUGOGO***

**Name**: Suleiman Mohammed Lugogo

**Present Employer:** Mombasa County Public Service Board

**Current Position:** Chief Human Resource Officer

**Profession**: Human Resources, Community Development and General Administration

Date of birth: 23.04.1978

Sex: Male

Marital Status: Married

**Work experience:** 22 years. With 15 years in senior management positions

**Mobile No.:** 0726508321/0737219540

**Email address:** [suleimanmlugogo@gmail.com](mailto:suleimanmlugogo@gmail.com)

**Address:** P.O. Box 88279- 80100 Mombasa

**PROFILE**: A Team Player, good skill in coordination innovative and with ability to balance conflicting priorities, I like a dynamic challenging environment and ready to work under minimum supervision.

**CARREER OBJECTIVES**: Am self-motivated, results oriented individual seeking to support the growth of an organization by increasing innovation and efficiency of a related department.

***SUMMARY OF WORK EXPERIENCE – 1996-2019***

***Am Currently a Chief Human Resource Officer at Mombasa County Public Service Board. Immediate previous Position, I was an Office Administrative Officer - General, in Kilifi County Government. My working experience includes (1997-1998)- 1 year as a salesman at Bamburi Investment, (Feb 1996-1997)- 1 year as an administration clerk at Shanzu Teachers College, (Jan 2001-Dec 2005)- 5 years’ experience as a Human Resource Management and Office Administration Officer. HRM, Administration and accounts officer at Yehu Micro finance (2005-2012) 7 years as a Human resource administration/Accounts Officer, (2012-2013) 6 months contract as a County coordinator of The National Alliance Party of Kenya ( Jan 2014-Dec 2014) 1 year as a Liaison Consultants Lead Trainer for Kwale County at Uwezo Fund Microfinance.(2014Dec–Feb2015) 3 months as a Human Resource and General Administration Manager at Coast Battery Distributors. (March 2015 to July 2019) Office Administrative Officer in Kilifi County Government Government.***

**EDUCATIONAL BACKGROUND**

**2018 -2018:**  Kenya School of Government (Pursued a training in Senior Management at Kenya School of Government and attained a Distinction)

**2015-To date:** Technical university of Mombasa (Masters in Business Administration Human resource option). completed course working on the project

**2014 Jan -2014 Nov**: Kenya College of Commerce & Hospitality (Pursued a Post graduate Diploma in Human Resource management and microfinance)

**2014 -2014:** Uwezo Fund Microfinance trainer of trainer (Six weeks training as an Uwezo fund trainer of trainers and microfinance development with liaison Consultants)

**2011- Sept 2015:** Mount Kenya University (Pursued a Bachelor of development studies to enhance administration knowledge with general development, upgraded to Masters in Development Studies (on going)

**2007-2012**: Kenya Methodist University (Pursued a Bachelors in business administration human resource option) Graduated with a second-class honor upper division. I have practiced human resource management and accounting for the last 15 years after completion of my diploma in business management from university of Nairobi.

**2004-2005:**  University of Nairobi (Pursued a diploma in business management) Passed with a credit and specialized my practice in human resource management book keeping and accounts sales and marketing and general office administration and micro finance operations for over 9 years.

2004: 2004 University of Nairobi (Competed a certificated course in computerized accounting- quick books and computer application).

2003: 2003 Arid Data System Computer College (Certificate in computer operations obtained a distinction)

2000: 2002 Coast Institute of Technology (Pursued a Kenya Accounts Technician Certificate with a referral on costing subject)

1992-1995: Taru Secondary School (Obtained C- (minus) in Kenya Certificate of Secondary Education.

**PROFFESSIONAL MEMBERSHIP**

Am a Member of the Institute of Human Resource Management Professionals – Kenya and also a Member of the human resource professional body – Canada-www.hr.com

**OTHER TRAININGS**

26th February-26th March,2018: Senior Management Course at Kenya School of management-Mombasa

23rd – 27th May,2016: Integrity Assurance Officers Course conducted by Ethics and anti-corruption commission

8th – 10th December,2015: Iso certification training by Kenya Bureau of Standards

29th June – 3rd July,2015: Induction programme for the County Government of Kilifi by Kenya by Kenya School of Government

22nd -23rd July,2015: Training on job analysis conducted by Salaries and remuneration Commission

9th – 11th June,2011: Business Management course for Micro,small and Medium Enterprise Operators conducted by Ministry of Trade.

20th Jan.2011: Compliance and Institutional Strengthening conducted by the National Council of NGO’s

**EMPLOYMENT RECORD**

**July 2019- to date: Mombasa County Public Service Board**

**Position:** Chief Human Resources Officer

**March 2015 to July, 2019: County Government of Kilifi:**

**Position:** Administrator General**,** in charge of general human resources issues handling, office management, supervision of staff as well as work planning and managing all staff issues in the Governor’s office.

**2014 Dec –Feb2015: Coast Battery Distributors.**

**Position: Human Resource and General Administration Manager**

In charge of general human resources issues handling office management, supervision of staff as

well as work planning, sales and marketing and FMCG business development (Inclusive of

drivers, salesman and fleet management for distribution vehicles).

**Jan 2014-Dec 2014: Kwale County Uwezo Fund Microfinance.**

**Position: Liaison Consultants Lead Trainer**

Worked as an Uwezo Fund County Lead Trainer in Micro-Finance developments, Loan administration, micro-business training, business consultancy and micro business evaluation for Kwale County

**2012-2013: The National Alliance Party of Kenya**

**Position: County coordinator**

Was in charge of all 109 County staff in charge of human resources, accounts, administration, fleet group dynamics and mobilization coordination, management of all county campaign vehicles, communication and general election process in Kwale County.

**2005-2012: Choice Humanitarian Kenya**

**Position: Human Resource Administration/Accounts Officer.**

In charge of human resources generalized administration, project finance management and accounting, projects budgeting and implementation, employees hiring, development, welfare, discipline and dismissals.

**2001-2005 : Yehu Micro finance**

**Position: Microfinance Development Human Resources and Accounts Officer**

Was seconded from choice humanitarian – Kenya to Yehu Micro-finance as a Human Resource Manager, Microfinance Development and accounts in charge. Formed the team that I initiated and started Yehu Micro-finance in 2007 until 2011 when it became a fully-fledged independent microfinance institution, currently boasting of having over 105,000 members countrywide. Also did the initial book keeping and systems development for the program

**1997-1998: Shanzu Teachers College**

**Position: Administration clerk**

Performed duties in stores, library and other field supervision services.

**1996-1997 : Bamburi Investment**

**Position: Van salesman**

**REFEREES**

1. **Eng. Samuel Ngari Kombe**

Chief Officer, Department of water resources and sanitation

County Government of Kilifi

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**KILIFI**

1. **Mr. James Kimeli**

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**MOMBASA**

1. **Ibtisam Awadh**

Former Director of Human Resource Management

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**MOMBASA**