**CURRICULUM VITAE**

**MUSYOKA JAMES MUTUNE**

**P.O BOX 41512-00100**

**NAIROBI-KENYA**

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**PROFILE**

I am a hardworking, fast learning, responsible, self-driven and co-operative individual, as well as a team leader player with excellent communication, analytical and leadership skills, proven ability of resilience and capacity to handle confidential information. I work under minimum supervision to obtain possible results to realize organizational and personal goals.

**CAREER OBJECTIVE**

I aim to attain and maintain high standards of professionalism, integrity and ethics in my profession to enhance its practice in all organizations. I additionally aim to develop a career in a challenging environment, an opportunity to learn, advance and grow as an individual with ability to handle different responsibilities with minimum supervision.

**EDUCATIONAL BACKGROUND.**

2013 -2017: The University of Nairobi.

Bachelor of Arts (Second class upper division)

2014 - 2016: The University of Nairobi.

Diploma in Human resources management (Credit)

2012-2013: Fabtas It Centre

Certificate in basic computer applications.

2008-2011: Masinga Boys School

K.C.S.E mean grade B (plain).

1999-2007: Ngukemwe Primary School

K.C.P.E 360/500.

**WORKING EXPERIENCE**

**2018- UP TO DATE. HUMAN REOURCES AND ADMINSTRATION MANAGER**

**ORGANIZATION- HOGGERS LIMITED (STEERS, DEBONAIRS PIZZA AND OCEAN BASKET KENYA.)**

* Maintain the work structure by updating job descriptions for all job positions.
* Maintain staff by establishing a recruiting, testing, and interviewing program; conducting and analyzing exit interviews; recommending changes.
* Prepare employees for assignments by conducting orientation.
* Ensure planning, monitoring, and appraisal of employee work results by developing their KPA’s, conducting performance evaluations, hearing and resolving employee grievances; counselling employees and their supervisors.
* Ensure legal compliance by monitoring and implementing applicable human resource requirements; conducting investigations; maintaining records;
* Conducting disciplinary cases and hearings.
* Maintain human resource records of 200 staff by designing a filing and retrieval system; keeping past and current records.
* Monitoring staff attendance using system Aura reports.
* Organize, coordinate and attend staff monthly meetings.
* Managing and updating the Monthly payroll
* Managing staff leave for over 200 staff
* Completing termination paper work and preparing exit interview reports and informing management on the trend of exits.
* Preparing employee contracts, negotiating salaries and ensuring basic salary complies with the minimum wage bill
* Preparing and updating company policy manual
* Conducting Human Resource Audits
* Handling Union and Labour office matters
* Preparing HR Monthly reports and Board Reports
* **Recruitment**
* Sourcing- Attracting a pool of candidates by creating and posting job openings through online platforms
* Selecting and shortlisting applicants
* Preparing interview schedules
* Interviewing shortlisted candidates
* Orienting new employees to the organization
* Providing transactional HR support across all processes.
* Providing documentations and staff details required when processing payroll.
* Conducting exit interviews and writing reports on the same

**MAJOR ACHIEVEMNETS**

1. I was able to reduce the staff turnover by almost 80%, this was through introducing staff retention plans such as training, employee feedback, fair remuneration, staff appraisals and recognition, employee of the month awards, best shop for the month, better working conditions among others.
2. I was able to introduce an open policy where staff are always welcomed in my office and share any challenges or ideas they have. Open policy was adopted in all the sectors of management
3. I was able to introduce feedback to all candidates who do not qualify for jobs after the final selection is done. Through this many job applicants appreciated that someone viewed their applications.
4. I made sure that every shop has a sexual harassment policy pinned on the wall to avoid any cases of sexual harassment in the work place as required by the law.
5. I changed the face of human resources department in the company. I returned the word human in personnel management. Staff had a fear towards the HR personnel and through my positive and daily interaction we were able to change that.
6. Introduced a very effective system of recruitment that saw that any new staff employed has the necessary skills, education level and anything required for the job.
7. Made regular staff meetings where i always reminded the staff of the company policies and procedures and what they are expected to do in the work place.

**2014-2018 LARENE CONSULTANTS**

**HUMAN RESOURCES CONSULTANT.**

Provided human resources services on part-time basis to Larene consultants.

Duties included;

* Recruitment and selection
* Orientation
* Staff training and development
* Handling employee grievances
* Implementing company policies and procedures
* Keeping attendance register for the employees
* Keeping and updating employees files
* Maintaining and administration of leave schedules for staff

**ACQUIRED SKILLS AND KNOWLEDGE.**

* Planning and organizational skills. Effective in time management, self-driven, self-disciplined, forward planning adherence to schedules.
* Excellent communication skills: Effective in English, Kiswahili, Kamba (written and verbal)
* Team working skills: Good team leader and active member and ability to work with anybody regardless of tribe, culture, race, gender, level of education, religion or any other variable.
* Personal skills: Honesty, discipline, respect, perseverance and humility, tolerance and patience.

**ABILITIES**

* Ability to work under pressure.
* Ability to work under deadlines.
* Ability to master new skills.
* Ability to work under new environment and adapt quickly.
* Ability to work under environment which may be hostile

**EXTRA CURRICULAR ACTIVITIES**.

Sport: Football and hockey.

Hobbies: Singing, travelling and adventure, swimming and socializing.

Participating and taking leadership roles in community development activities.

**REFEREES.**

1. Mr. Pascal Riungu

C.E.O First Data Research Firm

P.O BOX 41512-00100 GPO

0724256244

2. Joyce Wesonga

Daraja civic initiatives forum

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3. Rev. Fr. Peter Kaigua

St. Paul’s Catholic Chaplaincy, University of Nairobi

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