**CURRICULUM VITAE**

1. **PERSONAL DETAILS**

|  |  |
| --- | --- |
| Name : | Joseph Emodia |
| Date Of Birth: | 1st December 1973 |
| Gender : | Male |
| Marital Status: | Married |
| Nationality: | Kenyan |
| Religion: | Christianity |
| Permanent Address | P. O. Box 37, Maragoli |
| Current Address | P. O. Box 687 - Naivasha |
| Mobile No | +254720860898, +254723355094 |
| Email Address | [Josephemodia@gmail.com](mailto:Josephemodia@gmail.com) , [emodiajoseph@gmail.com](mailto:emodiajoseph@gmail.com) |
| Linkedin profile | https://www.linkedin.com/in/joseph-emodia-6a9669120/ |
| Languages Known: | English, Swahili |

1. **Profile Summary**

I am a self-motivated human resources professional having coordinated and implement human resources initiatives in places have worked. I have performed human resources functions to business units including; employee outsourcing, recruitment, performance management, training and development, employee relations, and human resources planning. I have successfully done user acceptance testing for enterprises resources planning with hands on; human resources modules and payroll modules. As a team player with commitment i have achieved organization’s goals.

1. **PERSONAL SOFT SKILLS AND HARD SKILLS**

* Have excellent Communication skills with great attention to details.
* Value Team work with outstanding leadership ability.
* I’m capable of coming up with a quick and effective solution during Crisis Management.
* I have Good command of Microsoft office applications e.g. excel, word, PowerPoint.
* Accounting Skills.
* Counseling Skills.
* Negotiation skills

1. **EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS**

|  |  |  |
| --- | --- | --- |
| Jan 2019 to Dec 2019 | Certified Human Resource Professional (CHRP ). | |
| Sept 2015 to Sept 2017 | Bachelors of Business Management - Human Resource Management option.  Attained Second Class Honors –upper Division at Kenya Highlands Evangelical  University. | |
| Sept 2012 to March 2014 | Diploma in Management - Business Management Option attained Credit at Kenya Institute of Management.(KIM) | |
| Jan 2011 to Sept 2012 | Certificate in Management attained Credit at Kenya Institute of Management.(KIM) | |
| 1998 to 2002 | Certificate in computer Basics at Sigoti Career Development Centre  Pass in Kenya Accounting Technician (K.A.T.C) | |
| 1990 to 1993 | Kenya Certificate of secondary Education attained mean grade C- at Ingotse High school. | |
| 1982 to 1989 | Kenya Certificate of Primary Education at Bukulunya primary school.attained 60 Points |

1. **WORK EXPERIENCE**

|  |  |  |
| --- | --- | --- |
| 01.02.2019 to date | | **Deruiter East Africa Limited** Manager -HR   * Planning, developing and implementing sound personnel policies and practices * Managing personnel functions (including manpower planning, recruitment and selection, training and development, grievance handling, staff discipline, succession plans, performance appraisal among others). * Liaising with heads of departments/sections on necessary HR issues and ensuring that they are fully informed of HR objectives, needs and expectations. * Developing and maintaining an up to date personnel database. * Overseeing staff welfare, health, safety and counseling. * Participate in the preparation of budget projections for the human resources functions. * Maintain the work structure by updating job requirements and job descriptions for all positions. * Maintain organization staff by establishing a recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; recommending changes. * Preparing employees for assignments by establishing and conducting orientation and training programs. * Maintaining a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; recommending, planning, and implementing pay structure revisions. * Planning, monitoring, and appraisal of employee work results by training Supervisors to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; counseling employees and supervisors. * Maintaining employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management. * Ensure legal compliance by monitoring and implementing applicable human resource state requirements; conducting investigations; maintaining records; representing the organization at hearings. * Maintaining management guidelines by preparing, updating, and recommending human resource policies and procedures. * Maintaining historical human resource records by designing a filing and retrieval system; keeping past and current records. * Maintaining professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies. * Completing human resource operational requirements by scheduling and assigning employees; following up on work results. * Maintain human resource staff by recruiting, selecting, orienting, and training employees. * Maintaining Contributes to team effort by accomplishing related results as needed. * Elect and set up H&S representative meetings as per statutory requirements. * Overall responsibility and compliance of the Company’s H&S, making sure staff are aware of the importance and follow safety protocol. * Advise Drea members on all aspects of Health & Safety. * Implement practical and effective methods, both preventative and remedial, of promoting health and safety and safe working practices in the workplace. * Conduct/organise relevant health and safety training for staff as required, including first aid and fire safety. * Conduct all “risk assessments” as required by legislation and are reviewed at relevant intervals and to maintain records of the same. * Co-ordinate and manage first aid and fire safety representatives. * To carry out investigations into all accidents and near-miss incidents and to record the findings on the relevant forms. * Conduct health and safety inspections and prepare reports and documents as required. * To identify areas where training/certification is required to meet the standards imposed by Legislation, Approved Codes of Practice, or H.S.E. guidance. Arrange such training/certification once identified. * Keep up to date with changes in current legislation and implement such changes where relevant. * Attend such courses/seminars run by external sources to enable accurate interpretation of legislation to enable implementation within the organization. * Overseeing Payroll Processes. * Identify and assess future and current training needs through job analysis, career paths, annual performance appraisals and consultation with line managers * Draw an overall or individualized training and development plan that addresses need and expectations * Monitor and evaluate training program’s effectiveness, periodically and report on them. |
| 01.11.2017 to 31.10.2018   * + 1. ayroll | | **SheerLogic Management Consultants LTD- Client Relationship Manager–**HR **Duties:**   * Ensured client management satisfactorily. * Ensured payroll administration done on time. * Came up with new business development. * Oversaw recruiting and staffing. * Handled organizational departmental planning. * Oversaw [performance management](https://www.thebalancecareers.com/performance-management-1918226) and improvement system * Ensured Compliance with regulatory concerns regarding employees. * Came up with [Policy development](https://www.thebalancecareers.com/how-to-develop-a-policy-1918870) and [documentation](https://www.thebalancecareers.com/documentation-1918096). * Oversaw Employee safety, welfare, wellness, and health. |
| 2016 to Date | | Board of management member and Finance, procurement and general purposes committee chairperson at St Clare’s Maragoli Girls secondary School. |
| 15th August 2011- To 31.10.2017 | | **Finlay Flowers James Finlay(K) Ltd-Human Resource Assistant -Payroll**  **Duties:**   * Stood in for the HR Manager while away on leave or other engagements. * Ensured Employee training and development is done. * Ensured that personnel attendance is posted accurately. * Reconciled earnings and deductions on the payroll. * Trained and sensitized on health and safety issues. * Participated in policies preparation. |
| January 2011 -August 2011 | | **Finlay Tea Saosa factory-Weighbridge and Leaf intake Supervisor**  **Duties**   * Oversaw the operations at the weighbridge. * Prepared daily, weekly and monthly green leaf report. * Supervised the employees at the leaf reception area and Black tea. * Weighed the spent leaf and recorded trips for contractor’s payments. |
| April 2007- Dec 2010 | | **Weighbridge and Leaf intake Supervisor Mara Mara factory.**  **Duties**   * Efficiently inputted data onto the weighbridge ERP. * Trained and sensitized all employees on Health & Safety issues. * Oversaw the operations at the weighbridge. * Prepared daily, weekly and monthly green leaf report. * Ensured Supervision of the employees at the leaf reception area. * Weighed the spent leaf and recording trips for contractors payments |
| May 2003 - March 2003-March 2007 | | **Mara Mara Instant Tea Factory. Human resource -Payroll Clerk.**  **Duties**   * Stood in for the HR Manager while away on leave or other engagements. * Ensured the payroll master file are updated eliminating “Ghost workers”. * Ensured that personnel attendance is posted accurately. * I availed all the payroll reports on time. * Ensured that statutory deductions are paid on time. * Ensured Employee training and development is done. |
| Nov 2002- May 2003 | | **Mara Mara Instant Tea Factory -Documents Clerk**  **Duties**   * Prepared of goods transits documents. * I worked with database systems to maintain digital files. * Ensured the security of documents and files at all times. * Checked documents for accuracy especially the delivery notes. * Did monthly reconciliation of teas. |
| May 2002 to October 2002 | | **Winners Chapel Kisumu. - Church accountant**  **Duties**   * Prepared Church Budgets * Head and oversaw Building Projects * Made all payments and Reconciliation of Monthly accounts reports. * Ensured all weekly banking * Advised on financial matters. |
| August 1997 to May 2002 | | **HARLEY’S LIMITED**  **Accounts assistant and computer operator** |
|  | | **Duties**: |
|  | | * Posted invoices to the accounting ERP and Printed financial statements. * Did accounts posting and Reconciliations of accounts. * wrote and filed Company Letters * Stood in for the accountant while away. |
| January 1994 to July 1997 | **Clean neat Services Nairobi. - Supervisor**  **Duties.**   * Involved in the appointment of Cleaning Staff. * Supervised stewards. | |

1. **TRAINING’S AND ACHIEVEMENTS**

|  |  |
| --- | --- |
| 2018 | Institute of Human Resource Management (IHRM) member- 009826 |

|  |  |
| --- | --- |
| Trainer of trainers | 28.10.2005 NOPE trainer of trainers  15.05.2014 TOT Gender committees |
| Peer Education | 26.10.2010 HIV & AIDS peer Educator  29.09.2012 HIV sensitization Training |
| Health and safety | 15.06.2006 Health and safety committee training by International Safety Training Centre.  04.10.2011 Health and safety Committee Training refresher  24.11.2012 Health and safety Committee Training refresher |
| First aid | 15.11.2012 First Aider at Work Place |
| Recognitions and Appreciations | 26 -02-2006 Most outstanding member of graded staff  30.10.2008 Focus improvements at Tea Extracts-Mara Mara Factory  17.12.2007 HIT User Acceptance Testing  24.02.2011 Appointment to Resource Efficiency and Cleaner Production |

1. **PERSONAL INTEREST AND HOBBIES**

|  |  |
| --- | --- |
|  | * I love Participating in Community development projects and outreach program * I Love Reading the word of God and Listening to Christian music. * I Love Visiting and Socializing with friends and exploring new Places |

1. **REFEREES:**

|  |  |  |
| --- | --- | --- |
| 1. Mrs. Fancy Ngetich   Human Resources Manager  James Finlay K. LTD,  P.O Box 1966 Kericho  Mobile 0726925217  [fancy.ngetich@finlays.co.ke](mailto:fancy.ngetich@finlays.co.ke) | 1. Mr. Jacob Onyango   Kings outreach Church  P.O Box Mombasa  Mobile 0724847745 | Fredrick Okinda  Farm Manager Deruiter East Africa Ltd.  P.O Box 687-20117 Naivasha.  Mobile 0722579204.  [fred.okinda@deruiter.com](mailto:fred.okinda@deruiter.com) |