**STELLA NJERI MUIGAI**

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**Professional Summary**

Proactive Human Resources Professional with exceptional ability to leverage talent and best practices to drive organizational effectiveness. Experienced in providing timely and up-to-date HR advise to both managers and employees whilst making sure both parties interested are best represented.

Extensive knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, disciplinary procedures, labor relations and negotiation, personnel information systems other HR related issues.

I'm driven and decisive with passion for building and retaining highly effective teams.

**Skills**

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| * Compensation and benefits management * Coaching and training * Payroll coordination and administration * Human resource management * Employee relations * Verbal and written communication skills | * Project management * Workplace disaster management and stress control. * Creative and innovative problem solver * Knowledgeable in HR Systems * MS Office proficient |

**Work History**

Human Resource Officer, 07/2017 to Current

Kenya Women Microfinance Bank – Nairobi

*The leading and the largest Micro-finance Institution that has a great command in the market share, of over 800,000 clients and 2,500 staff across the country.*

**Responsibilities: -**

* Conducting welfare, medical, compensation and benefits administration for 2,500+ employees.
* Planning and controlling of recruitment process from start to finish using the company recruitment grid system (Receiving request, interviewing, making offer and induction).
* Resolving employee conflicts in fair and tactful manner and acted as liaison between HR department and other company divisions.
* Prepared and communicated ex-staff terminal dues, contract renewals and offer letters to new employees and existing employees.
* Maintaining accountability of employee status through regular updating of files on emergency leaves, medical evaluation, incoming and outgoing personnel.
* Perform HR payroll functions and collating payroll paperwork ahead of check by HR Manager.
* Ensure timely processing of all invoices relating to staff insurance and HR related legal and training expenses.
* Preparing and submitting bi-weekly HR reports.

**Achievements**

* Introduced attachment program through NITA, it has helped reduce cost on internship.
* Streamlined follow up and payment of staff involved in accidents from 2009 up-to-date.
* Part of the team that reviewed the company handbook and human resource policy.

Teaching Assistant Coordinator, 02/2017 to 07/2017

PaceMaker International Kenya – Nairobi

*Not-for-profit organization committed to improving the quality of education in under-served schools by leveraging the power of volunteering.*

**Responsibilities: -**

* Tracked volunteer applications and conducted background checks to facilitate participation in Pace's volunteering programs.
* Reviewed work prepared by volunteers and represented volunteers at weekly meetings.
* Recruited and trained new volunteers on volunteer program goals and objectives.
* Performed skills assessments to link volunteers to roles matching individual skills and competencies.
* Championed volunteer achievements and drove performance through incentives.
* Managed volunteer calendar and ensured coverage of key roles during volunteer unavailability.

Human Resources Intern, 10/2016 to 01/2017

Standard Group Ltd – Nairobi

*A multi-media organization with investments in media platforms spanning newspaper print operations, television, radio broadcasting, digital and online services.*

**Responsibilities: -**

* Provided payroll back-up by preparation of relevant documents.
* Reviewed job applications to identify, vet and recommend optimal interns and candidates.
* Enforced and explained HR policies to team members to cultivate compliant and satisfied workforce.
* Assisted with meetings and presentations within the company.
* Managed termination of employment paperwork.

Human Resource Admin, 05/2014 to 01/2016

Royal Housing Cooperative Society Ltd – Nairobi

*A housing co-operative registered with the Ministry of Industrialization and Enterprise Development.*

**Responsibilities: -**

* Hired casual staff and initiated new hire paperwork process.
* Prepared policy manual for the organization.
* Maximized team knowledge and productivity by effectively training, monitoring and directing employees in application of best practices and regulatory protocols.
* Improved organizational filing systems for confidential employee records, resulting in improved accessibility and efficiency.
* Improved office efficiency by effectively managing internal communications and correspondence.

Administrative Intern, 01/2014 to 04/2014

Nairobi City County Department City Inspectorate – Nairobi

*The City County is charged with the responsibility of providing a variety of services transferred from the national government to residents.*

**Responsibilities**: -

* Helped resolve complex issues and disciplinary matters that affected employees.
* Conducted thorough research using diverse resources to assist professional staff with routine and special project tasks.
* Delivered top-notch administrative support to office staff, promoting excellence in office operations.
* Created and updated physical records and digital files to maintain current, accurate and compliant documentation.
* Allocated executive tasks and managed complex calendars and administrative functions.
* Reviewed monthly operations to assess compliance with budgets and determine necessary adjustments for future plans.

**Education**

Higher diploma: Human Resource Management and Counselling, 2016

College of Human Resource Management - Nairobi

Bachelor of Commerce: Human Resource Option, 2015

Kenyatta University - Nairobi

Certificate: Proficiency Course in Computer Applications, 2007

Moi University (Nairobi Campus) - Nairobi

**Affiliations**

* Member, Institute of Human Resource Management (IHRM) - Associate Member 06844

**Referees**

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| Nimrod Kimani Talent Acquisition & Career Development Consultant Jst Work 0724898275 | Brian Macharia T.A Coordinator PaceMaker International 0721139158 | Iris Avisa Human Resource Officer KWFT Bank 0723926785 |