P.O Box 10413-00100 PHONE: 0723 898951,

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SAMUEL MWAURA WANJIKU.

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I am industrious with a well-rounded education and good understanding of the practicalities of Human Resource Management and Administration. I have spent the last 12 years of my career working in both private and public sectors to which I continue to strive for excellence. With my drive and determination to succeed I am confident I will prove an asset to your organization. I continue to build strong competences and professionalism in myself and always work to live a better legacy.

# WORKING EXPERIENCE.

# January 2018 to date: Amica Savings & Credit- Murang`a County

A Savings & Credit Sacco with seventeen (17) Branches, eight (8) departments and two hundred and fifteen (215) members of staff.

Position held: **Head Of Human Resource & Administration**

**Key Responsibilities.**

* Providing HR leadership during a period of increased competition. Currently supporting establishment of alternate banking channels to meet customer needs.
* Preparation of payroll and submission of all statutory deductions.
* Management of staff pension and gratuity.
* Continuously implementing Manpower plans and facilitating the recruitment, onboarding, talent management and separation processes.
* Running training and development programs for increasing organizational performance.
* Reviewing and implementing HRM policies.
* Developing, implementing and monitoring HR & budgets and taking corrective measures
* Managing of All Amica owned and leased facilities and collection of revenue.
* Implementing a robust employee performance management system.
* Initiating employee involvement and team building projects.
* Managing employee relations.

# May 2013 to December 2017: - National AIDS Control Council-Nairobi County

A Government parastatal based with 170 employees directly and 390 indirect employees in the Ministry of Health with the mandate to mobilizing & coordinating resources, providing policy & strategic framework for prevention of HIV transmission and providing care and support for those infected and affected by HIV & AIDS in Kenya.

Position held: **Human Resource & Administration Officer.**

**Key Responsibilities.**

* Successfully reviewed and implemented NACC human resource and administration policies.
* Employee recruitment, selection and onboarding of new employees.
* Records management of employees files, registers and administrative files.
* Periodically advising the executive management on best industry practices in human resource management and development and general administration.
* Fleet management- drivers, service & repairs, insurance and disposal
* Preparation of estimate budgets of expenditure in line with NACC administration requirements.
* Facilitation of movement of staff and development partners by booking their flight tickets, organizing airport transfers.
* Payroll processing.
* Contracts management.
* Developing of staff training programs. Facilitating training with trainers both in house and external.
* Performance management.
* Leave management- Successfully implemented leave plans on a yearly basis.

# June 2009 to March 2012- Bia Bora Distributors Limited-Nairobi

East African Breweries Distributor with an annual turnover of Kshs 1.5B, with 120 employees.

Position Held: **HUMAN RESOURCE AND ADMINISTRATION MANAGER**

**Key Responsibilities.**

* Successfully built a HR department from scratch to a fully functional department
* Managed work force planning, recruitment and onboarding process.
* Preparation of payroll and submission of all statutory deductions.
* Designing and implementation of company HR manual and policies.
* HR and Admin record keeping and database management.
* Conducted staff training needs analysis and executed training programs Operations management- I coordinated and supervised distributor operations.
* Staff performance management
* Executing business strategies as agreed by the Board of Directors.
* Growing distributor business by identifying and conquering untapped markets.
* Attending to customer complaints and needs.
* Managing company relationship with other business partners.
* Authorizing petty cash and other expenses payments.
* Opening and closing the company.

# June 2008 to May 2009- Bia Bora Distributors Limited-Nairobi

Position Held: Management trainee.

I was recruited as a management trainee during my 4th year study at Jomo Kenyatta University of Agriculture & Technology. I spent one year while getting on the job training in human resource management, administration, sales and general management.

**EDUCATION**

August 2015 to December 2018: Daystar University, Nairobi Campus

Master’s in Business Administration- Strategic Management.

2006-2009-Jomo Kenyatta University of Agriculture & Technology.

Bachelor of Commerce (Human Resource Management)

2003 to 2005- Masii S.D.A secondary-K.C.S.E Certificate.

**MEMBERSHIP.**

Member **NO 005171** - Institute of Human Resource Management (IHRM) with a valid practicing certificate. I have attended continuously development programs administered by the Institute on an annual basis.

**REFEREES.**

|  |  |
| --- | --- |
| 1. **John Waiganjo** | 1. **Judy Ndungu** |
| Managing Director | Chief HR, Officer |
| Bia Bora Distributors Limited, | Musoni Kenya |
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| 1. **Gregory Weere** | 1. **James Mbui** |
| Head HR & Admin | Chief Executive Officer |
| National AIDS Control Council | Amica Savings & Credit |
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