**CURRICULUM VITAE SULEIMAN MOHAMMED LUGOGO**

**Profession:** Business Management and Development, Human Resources management Generalist, Business and Payroll Accountant, Community Development, Trade Development, Sales & Marketing, Microfinance Management and General Public Administration

**Date of birth**: 23.04.1978 **Gender**: Male  **Marital Status**: Married

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

**Work experience:** I have over 20 years work experience both in Private and Public Organizations with 12 years in senior management positions in various organizations.

**Positions Served:** Business Administration, Sales & Marketing, Products Distribution, Business Development Officer, Internal Auditor, Human Resource Officer, Accountant and Administrative Officer.

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

**Current Position:** Chief Human Resource Officer: (County Employee Relations, Pre-Retirement Business Training & awareness and Payroll complains management County Welfare Alternative Funding Business Development)

**PROFILE**: Am Team Player with good skills in General Business Development Both in Micro and Macro status as well as Private and Public entities, Microfinance Management, Trade Development and Consultancy, Human Resources management, Payroll administration, Data Management, Accounting, Auditing, office/ Project coordination, a team player who is continuously innovative and with ability to balance priorities, I like a dynamic challenging environment and ready to work under pressure.

**CARREER OBJECTIVES**: Am self-motivated, results oriented individual seeking to support the growth of any organization through increasing innovation and efficiency of an organization into successful achievement of its goals through professional practice in Business Administration, Financial Management, Human Resource Management and Resource Management through strategic Leadership.

**EDUCATIONAL BACKGROUND**

**2019-To date:** **Jkuat - Mombasa** (Masters in Business Administration Finance & Human resource management option). completed course work, still working on the thesis to graduate in 2021.

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

**2014 Jan -2014 Nov**: **Kenya College of Commerce & Hospitality** (Post graduate Diploma in Business Management-Specialty in General Business Administration, Accounts and 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)

**2017- Sept to date:** **Mount Kenya University** (Pursued a Bachelor of development studies to enhance administration knowledge with general development and later upgraded to Masters in Development Studies (on going) To graduate in 2021

**2007-2013**: **Kenya Methodist University** Bachelors in Business Administration- Finance & Human Resource option and Graduated with a second-class honors’ upper division. I have practiced Business Management, Office administration, human resource management and accounting for the last 15 years after completion of my diploma and Degree in business management from university of Nairobi and Kenya Methodist University Respectively.

**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 : **Aries 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.

**EMPLOYMENT RECORD**

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

**Position: Chief Human Resources Officer**- in-charge of Alternative Business ideas for extra funding on Employee relations/benefits administration & staff welfare promotion. (Special Business Development through Fundraising) My first achievement on this Position is the Private-Public Partnership on Housing at Buxton Mombasa where over Housing Units are currently under construction and 20% of these units will be given to employee as mortgage.

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

**Position: Administrative Officer** - **General Functions,** in charge of general office administration, human resources issues handling at departmental level, supervision of staff as well as work planning and managing all staff administrative issues. Department income Generating Projects and Community Income generating Project’s mobilization and supervision for the Departments of Devolution, Water & Environment as well as Gender, social services and Trade and Cooperative Development. I have served in the **office of the Governor** for one year, Department of **Devolution and Public Service** for one year, Department of **water, environment, forestry and Natural Resources** two and a half years, Department of **Culture and Social Service**s for three months and Department of **Trade and Cooperative Development** for five months respectively.

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

**Position:** Business Administration, Market Development, Human Resource and General Sales Manager

In charge of Business Development, Sales Promotions, Market expansion, general human resources issues handling office management, supervision of staff aswell as work planning, sales, marketing and FMCG business development (Inclusive of van drivers, salesmen and fleet management of distribution vehicles).

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

**Position: Liaison Consultants Lead Trainer**

Worked as an Uwezo Fund Coast Region Lead Trainer in Micro-Finance developments, Loan administration, micro-business training, sales and marketing business consultancy and micro business evaluation for entire Coast Region through Liaison Consultants (K).

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

**Position: County Coordinator**

Was in charge of all 179 County staff in charge of human resources management, payroll administration, benefits administration, accounts, General administration, fleet Management, group dynamics, mobilization coordination, and management of all county campaign vehicles, as well as communication and monitoring and coordination of election process in Kwale County.

**2005-2012: Choice Humanitarian Kenya**

**Position: Human Resource Administration/Accounts Officer. - Payroll management and general HRM**

In charge of human resources generalized administration, payroll management, project finance management and accounting, projects budgeting and implementation, employee’s recruitment process management, staff benefits administration, staff development, welfare and discipline processes.

**2001-2005 : Yehu Micro finance ltd**

**Position: Microfinance Business Development – Business strategies, Human Resources Management and Accounts Officer (payroll)**

I was seconded from choice humanitarian – Kenya to Yehu Micro-finance as a Human Resource Manager, in charge of Microfinance Human Resources Development, Business Development and accounting. Here I was privileged to form the team that initiated and started Yehu Micro-finance in 2007 until 2011 when it became a fully-fledged independent microfinance institution, currently boasting of having over **1,800,000 members** Countrywide. Here I did the initial book keeping, business strategies Development and systems development for the program as well as program payroll management for over 300 employees.

**1997-1998: Shanzu Teachers Training College**

**Position: payroll/administration clerk**

Was tasked with General office administration at clerical level, generating payroll data, payroll data compilation, verification among other administrative clerical duties in the Accounts and Human Resources offices for a period of one year when I adjourned my services to pursue my Bachelor’s degree

**1996-1997: Bamburi Investment**

**Position: Van salesman**

Worked as a van sales man and later a supervisor in charge of staff salary processing as well as attendance time management at Bamburi Investment for a period of two years before joining Shanzu Teacher’s Training College.

**REFEREES**

1. **Eng. Samuel Ngari Kombe**

Chief Officer, Department of water resources and sanitation

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**KILIFI**

1. **Mr. James Kimeli**

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**MOMBASA**

1. **Mr. Jeizan Faruk**

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**MOMBASA**