

Name	:	Rahma Waqo Galgalo
Date of birth	:	17/08/1992
Nationality	:	Kenyan
Gender	:	Female
Religion	:	Islam
Languages	:	English, Swahili, Borana
Marital status	:	Married
Phone No	:	0720791787
Id number	:	31010673

PROFILE

Rahma is a human resource management professional with over 3 years' experience in people management and managing of Human Resource Information Systems for private institutions. Her expertise ranges from spearheading HR functions in organization to developing competency-based training for staffs. All her previous engagement involved working with staff, both full-time and part-time, addressing their human resource needs, including resourcing, optimal staffing, benefit reviews as well as identifying and managing an inventory of available training resources to enhance employee skills and increase motivation. At CRDD, Rahma discharge HR functions system development, training and capacity building and benefit management. Her other engagement at the Wasso Security service as HR assistant involves Human Resource Planning, Recruitment, Selection, Training and staff Development and payroll management. She also keep employee records, identifying staff development needs and draft and dispatch mails and HR correspondence. She also has hands on experience in development, monitoring and implementation of HRD policies and procedures.

- ❖ Management managing HR, Admin and Operations
- ❖ Compensation salary scales, payroll, monetary and non monetary benefit packages
- ❖ Job Classification setting and implementing a job classification system
- ❖ Strategic HR operational planning, personnel budgeting, workplans, HR policies and procedures
- ❖ Recruitment strategies, tools, interviewing skills
- ❖ Presentation skills content and delivery
- ❖ Interpersonal skills especially in managing conflicts and working with staff committees.

WORK EXPERIENCE

CENTER FOR RESEARCH AND DEVELOPMENT IN DRYLANDS (CRDD)

Feb 2021- Present | Nairobi, Kenya

Office administrator/Human Resource consultant

- Oversee staff resourcing, HR Planning, Training and Capacity Development, Rewards and Benefits Management, Managing of staff relations, Staff Welfare and Maintenance and Personnel Administration functions;
- Spearhead the HR functions with respect to operations, systems, practices and policies while being supporting HR director on HR operational services;
- Payroll and staff leave management in HR system;
- Advise the Executive Director on Human Resources and Administration operations, as well as on contracts to meet clients' obligations.
- Facilitate development and strengthening of HR policies, procedures and guidelines.

WASSO SECURITY SERVICE LIMITED, October 2020 – January, 2021| Nairobi, Kenya

Human Resources Associate

- Management of the HR functions including Human resource Planning, Recruitment, Selection. Performance and Reward Systems, Training and Development and related disciplinary process.
- Conduct office functional reviews, job analyses and evaluation, and Updating personnel files and index.;
- Establish training and development program in the commission and identify and manage an inventory of available training resources to enhance security staffs skills and increase motivation.
- Develop and manage procedures to assess, identify, prioritize, organize, monitor, evaluate training and development activities.
- Develop, monitor and implement HRD policies and procedures and maintain a proactive stance in policy development.
- Support inter-departmental information sharing and cooperation.
- Receiving employee records (hard copies) and update them in their Human Resource Information Systems account,
- Assist the payroll section in filing tax returns and other compliance.
- Identify and analyze employee relations, issues and participate in the resolution process.
- Assisting in data clean-up of employee records, organizing records of interns and dispatching directorate mails and correspondence.

TRENDS AND INSIGHT FOR AFRICA, 9th December 2019 to 10th February 2020:

- Interviewing and conducting surveys

IPSOS KENYA LIMITED 9th October 2019 – 8th December 2019

- Interviewing
- Data collection

TRENDS AND INSIGHT FOR AFRICA, 10th June to 6th September 2019

Research Assistant

- Interviewing
- Data collection

IPSOS KENYA LIMITED 9th march 2017 to 07th February 2019

- Updating personnel files and index
- Handling research files records
- Filing and retrieval of client s correspondences

KENYA INDUSTRIAL RESEARCH AND DEVELOPMENT INSTITUTE

Human Resource and Administration Division-Registry Section, 9th march -30th April 2015

- Keeping and maintaining policy files index.
- Updating personnel files and index.
- Handling research files records.

- Filing and retrieval of clients correspondences
- Was exposed to communication methods in the organization.
- Implementing Human Resource Manual, Strategic Plan, Training Manual and Performance Contract Procedures.
- Personnel management and Business Communication.

SPECIFIC SKILLS

Communication skills

Leadership skills

EDUCATION

MOI UNIVERSITY, KENYA | 2016 to 2019.

- Bachelor of Business Management (Human Resource Management specialization)

KENYA INSTITUTE OF MANAGEMENT | 2013 - 2015

- Diploma in Business Management

KINJO GIRLS HIGH SCHOOL | 2010 - 2011

- Kenya Certificate of Secondary Education (KCSE)

ST MARY'S GIRLS SECONDARY SCHOOL | 2008 - 2009

ST MARY'S PRIMARY SECONDARY SCHOOL | 2000 - 2007

- Kenya Certificate of Primary Education (KCPE)
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COMPUTER AND OFFICE SKILLS

MS Word, Excel, Power point, MS Outlook

Human Resources Management Systems

E-learning modules

LANGUAGE

Fluent in English

Fluent in Swahili

Fluent Borana

REFERENCES

Director, Wasso Security Services Limited

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