ERICK

**Human Resource Administrator, Training Facilitator and Project Coordinator**

**Career Objective**

Aspiring for challenging assignments in Human Resource Management with an organization of repute where my skills in recruitment, training and employee relations can be utilized to improve the company’s performance.

**Professional Summary**

A dynamic **Human Resource Administrator, Training Facilitator and Project Coordinator** with five and a half years’ experience in human resource planning, training and development, onboarding training, employee relations/welfare and project coordination with additional eight years’ experience in as an **Accounts Officer.**

**Key Skills**

* Employee Relations/Welfare
* Staffing requirements
* Training and Development
* Employee and Labour law
* Excellent communication and inter-personal skills.
* Operations management
* MIS reports
* Book keeping
* Highly motivated and dependable individual with high ethics.
* Adept at working with people with diverse backgrounds
* Proficient in Microsoft Office applications.
* Well-groomed appearance.

**Career Achievements**

* Efficiently managed, monitored, co-ordinated and facilitated Life skills training Project conducted by Center for Career Guidance and Professional Development Company in Nelspruit, South Africa between fiscal year 2010 and 2014 to 655 learners most of who were initially unemployed but now hold government job contracts in various vocational areas.
* Facilitated on-boarding of newly recruited training facilitators.
* Successfully transitioned Matrix Technologies (Kenya) from the use of paper timesheets to an automated accounting and payroll system within one year which increased the company productivity and revenue to become one of the top Safaricom Dealerships in Kenya between fiscal year 2004 and 2009.
* Spearheaded the turnaround of Setright International (Fresh flower company) from a point of poor performance to a monthly turnover Ksh10, 000,000 ($98000) per month.
* Was part of the pioneer team that implemented the MPESA mobile money transfer service in Kenya as an employee of Matrix Technologies together with teams from other Safaricom Dealership stores.

**Professional Experience**

**Human Resource Administrator, Training Facilitator and Project Coordinator**, May 2010 to November 2015, Center for Career Guidance and Professional Development (CGPD) － Nelspruit, South Africa

* Human resource planning - Recruited and interviewed training consultants, handled internal staffing and career management for employees to foster motivation and staff retention.
* On-boarding training - Conducted new employee orientation to foster positive attitude toward organizational objectives.
* Project Co-ordination- Co-ordinated the EPWP (Extended Public Works Programme); A Life Skills training programme conducted throughout Mpumalanga province, South Africa.
* Employee wellness - Answered employee questions regarding job postings to various training centers and resolved any issues arising in the training center.
* Liaison - Served as a link between management and employees by handling questions, interpreting and administering contracts and helping resolve work-related problems.
* Supervisory duties - I supervised an average of fifteen training specialists
* Training and Facilitation- Delivered Life Skills training to a diverse audience of both blue and white-collar professionals from various organizations.
* Conducted extensive research on the impact of Life Skills training delivered between 2010 and 2015 to government workers in the department of public works in South Africa.

**Research Assistant**, April 2014 to June 2014 (2 months Freelance Contract) North West University － Mafikeng, South Africa

* Conducted a two month survey and interviews towards a Research paper for Doctor of philosophy in Management and Development in Northwest University (South Africa)
* Main objective was disaster risk reduction, looking at developing a more effective flood disaster prediction model for the Southern African Development Community (SADC) Region.
* The focus area for this research was Tonga village near Nkomati River.

**Accounts Officer / Office Administration Officer**, Oct 2005 to Oct 2009 Matrix Technologies － Nairobi, Kenya

* Processed payroll, electronic deposits and employee pay adjustments.
* Maintained annual and monthly budgets
* Compiled financial and accounting reports and tables for cash receipts, expenditures, accounts payable, receivables and profits and losses.
* Prepared and submitted Statutory Returns (PAYE, VAT, NSSF)
* Developed and standardized a more efficient filing systems and customer database protocols.
* Debtors & creditors Management
* Bank Agent
* Managed petty cash transactions.

**Business Owner** (Operating a clothing retail store), Aug 2003 to Sep 2005 Self Employed － Nairobi, Kenya

* Operated a retail business for men's official clothing and accessories (imported clothes)
* Placed special merchandise orders for customers
* Shared product knowledge with customers while making personal recommendations.
* Demonstrated that customers come first by serving them with a sense of urgency.
* Maintained friendly and professional customer interactions
* **Accounts Assistant**, Dec 2002 to Jul 2003, Wilson Airport Services Co. LTD － Nairobi, Kenya
* **Accounts Assistant,** Apr 2002 to November 2002,Setright International － Nairobi, Kenya
* **Accounts Assistant/Fleet Manager,** Mar 2001 to Mar 2002, Express Transfers LTD － Nairobi, Kenya
* **Accounts Assistant,** Jan 2000 to Dec 2000, Aviation International Support Kenya LTD － Nairobi, Kenya

**Education**

* Bachelor of Commerce: Human Resource Final year June 2016

University of South Africa (UNISA) － Pretoria, South Africa

* Postal Officers New Entrants course (Credit) April 2005

Kenya College of Communication and Technology

* Diploma: Banking (A.I.B), Banking December 1998

Kenya School of Monetary Studies － Nairobi, Kenya

* Kenya Accounting Technicians Certificate (KATC): Final Level December 1997

Accounting, Superior College － Kisumu, Kenya

* Kenya Accounting Technicians Certificate (KATC): Intermediate Level June 1995

Kenya College of Accountancy － Nairobi, Kenya

**Job Seeker First Name / CV No: 1717650**

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