** RESUME**

Name: Nancy

Email nancy-391465@2freemail.com

 **PESONAL PROFILE**

* Good planner and organizer with excellent written and communication skills.
* Confident, self-driven, proactive, tactful and adaptable
* Reliable, responsible with ability to work structurally and independently
* Able to handle complaints effectively.
* Result oriented and meets deadlines.
* Discretion and confidentiality
* Team player

**EMPLOYMENT HISTORY**

**EVER FRESH PRODUCE (KENYA)**

Period of employment : JUN 2015 – FEB 2019

Position held : HR Manager

 **RESPONSIBILITIES AND DUTIES**

* Managing all aspects of HRM while ensuring they comply with the law.
* Formulating and implementing appraisal systems in close liaison with Departmental Heads (HODs)
* Conduct staff interviews and manage the company’s recruitment and selection processes.
* Monitoring staff attendance as well as update and approve leave programs.
* Oversee workman compensation and group accident covers.
* Administration
* Liaise with all the necessary parties on company’s legal issues.

**INDUFARM/MARA FARMING LTD. (KENYA)**

Period of employment : 2006 - May 2015

Position held : HR/ADMIN OFFICER

 **RESPONSIBILITIES AND DUTIES**

* **Recruitment and selection process:** Interview finalizes recruitment. Follow up performance and update records accordingly.
* **Health and Safety:** Implement, monitor and evaluate health and safety audits. Risk Assessment. Maintain and manage all health and safety records.
* **Training:** Assess training needs in relation to job performance organize and train employees
* **Legal Issues:** Represent organization in any HR issues outside the organization. Monitoring and evaluating company procedures in line with the labour laws. And; Compile and submit legal levies. ie social security funds, hospital funds and training levy funds.
* **Employee Relations:** Ensure implementation of new policies and procedures by evaluating new and old processes making recommendations. Ensure employees understand and comply to company policies and procedures. Handling of all employee grievances and keeping records.
* **Administration:** Computerize all correspondences of HR and Administration and dispatch the same. Prepare administrational orders and do purchases while keeping records. Maintain an inventory list of all staff issued with protective gear and equipment and submit monthly report to HRM. Generating of all HR and administration reports as required.

**ACADEMIC QUALIFICATIONS**

**2011 : Kenya Institute of Management (KIM)**

*Diploma in Human Resource*

**2009 : kenya instutute of management**

 *Certificate in Management*

**1991 – 1994 :** **Bahati Secondary School**

 *K.C.S.E*

**1988 – 1990 :**  **Mt. St. Marys Primary School**

 *K.C.P.E*

**COMPUTER LITERACY**

Microsoft Word, Excel, Windows, PowerPoint, Adobe PageMaker, Internet & Email.

**HOBBIES**

* Socializing
* Traveling
* Reading informative books
* Swimming