

Josphat Ndumia

ID: 22916285 | **Work permit:** Kenyan | **Date of birth:** 15/10/1983 | **Place of birth:** Kenya, Kenya |

Nationality: Kenyan | **Gender:** Male | **Phone number:** (+254) 790979920 (Mobile) | **Email address:**

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● ABOUT ME

As a dedicated HR Professional with over 7 years of experience, I am passionate about fostering a positive workplace culture and supporting employee development. I hold a degree in Human Resource Management from Makerere University, and have specialized in recruitment, employee relations, training and development. My career has been driven by a commitment to creating a work environment where everyone feels valued and empowered. I believe that effective communication and strong relationships are the foundation of successful teams. I am skilled in managing the full recruitment lifecycle, from identifying talent needs to onboarding new hires, and I pride myself on building diverse teams that reflect the values of the organization. Additionally, I have experience in developing training programs that align with both employee career goals and organizational objectives. In my current role at Holistic Human Resources Ltd. , I collaborate closely with management to ensure HR practices align with business goals and support overall organizational growth. I am always looking for ways to improve processes and contribute to a thriving workplace. u can provide a description of yourself here...

● EDUCATION AND TRAINING

01/08/2004 – 01/06/2008 Kampala, Uganda

BACHELORS DEGREE Makerere University

Website www.makerere.ac.ug

01/03/2002 – 30/12/2003 Kampala, Uganda

UACE CERTIFICATE St.Lawrence Citizens High School

Website www.stlawrence.ac.ug

01/02/1998 – 30/11/2001 Nyeri, Kenya

KCSE CERTIFICATE Kimathi Secondary School

Website www.kimathi.ac.ke

01/01/1989 – 30/11/1997 Nyeri, Kenya

KCPE CERTIFICATE Honi Primary School

Website www.honi.ac.ke

● WORK EXPERIENCE

01/09/2023 – CURRENT Nairobi, Kenya

HR OFFICER HOLISTICS HUMAN RESOURCES LTD

Main Activities and Responsibilities

- Ensuring that accurate job descriptions are in place
- Providing advice and assistance with writing job descriptions
- Providing advice and assistance when conducting staff performance evaluations.
- Organizing staff training sessions and workshop activities.
- Monitoring daily staff attendance
- Investigating and understanding causes for staff absences
- Recommending solutions to resolve chronic attendance difficulties.
- Providing advice and assistance to supervisors o staff recruitment.
- Scheduling and organizing interviews.
- Participating in applicants interviews.
- Conducting reference checks on possible candidates

01/09/2019 – 30/09/2023 Nairobi, Kenya
PRODUCTION OPERATOR M-KOPA LIMITED

01/01/2018 – 30/03/2019 Nairobi, Kenya
HUMAN RESOURCES OFFICER CHINA COMMUNICATIONS CONSTRUCTION COMPANY

01/10/2017 – 30/12/2017 Nairobi, Kenya
HUMAN RESOURCE OFFICER SUMMIT LAB CONSULTANTS

01/12/2011 – 30/03/2017 Nairobi, Kenya
HUMAN RESOURCE OFFICER TRANSGLOBAL CARGO CENTER

01/03/2009 – 30/11/2011 Nairobi, Kenya
WAREHOUSE ADMINISTRATOR ANDY FORWARDERS SERVICES LIMITED

- Duties and Responsibilities
- Updating stock cards on a daily basis.
 - Capturing data into the warehouse management system.
 - Ensuring accurate receipt and issue of goods into and from the warehouse.
 - Undertaking daily cycle counts for all stocks in the warehouse.
 - Advising the warehouse for stock replenishment to avoid stock out.
 - Ensuring all inventory controls are maintained.
 - Reporting stock items on weekly basis.
 - Stock reconciliation and order processing

● **LANGUAGE SKILLS**

Mother tongue(s): **KIKUYU**
Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
SWAHILI	C2	C2	C2	C2	C2
ENGLISH	B2	B2	B2	B2	B2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● **DIGITAL SKILLS**

Microsoft Office package: Microsoft Word, Excel, PowerPoint, Access | Social Media including Facebook , WhatsApp and Twitter

● **NETWORKS AND MEMBERSHIPS**

CURRENT Nairobi- Kenya
Institute Of Human Resource Management - Full Member