

# Josphat Ndumia

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**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

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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

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

**BACHELORS DEGREE** Makerere University

**Website** [www.makerere.ac.ug](http://www.makerere.ac.ug)

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

**UACE CERTIFICATE** St.Lawrence Citizens High School

**Website** [www.stlawrence.ac.ug](http://www.stlawrence.ac.ug)

01/02/1998 – 30/11/2001 Nyeri, Kenya

**KCSE CERTIFICATE** Kimathi Secondary School

**Website** [www.kimathi.ac.ke](http://www.kimathi.ac.ke)

01/01/1989 – 30/11/1997 Nyeri, Kenya

**KCPE CERTIFICATE** Honi Primary School

**Website** [www.honi.ac.ke](http://www.honi.ac.ke)

## ● WORK EXPERIENCE

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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**

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01/01/2018 – 30/03/2019 Nairobi, Kenya

## **HUMAN RESOURCES OFFICER CHINA COMMUNICATIONS CONSTRUCTION COMPANY**

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01/10/2017 – 30/12/2017 Nairobi, Kenya

## **HUMAN RESOURCE OFFICER SUMMIT LAB CONSULTANTS**

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01/12/2011 – 30/03/2017 Nairobi, Kenya

## **HUMAN RESOURCE OFFICER TRANSGLOBAL CARGO CENTER**

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01/03/2009 – 30/11/2011 Nairobi, Kenya

## **WAREHOUSE ADMINISTRATOR ANDY FORWARDERS SERVICES LIMITED**

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### **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**

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Mother tongue(s): **KIKUYU**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
<b>SWAHILI</b>	C2	C2	C2	C2	C2
<b>ENGLISH</b>	B2	B2	B2	B2	B2

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

### **● DIGITAL SKILLS**

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

### **● NETWORKS AND MEMBERSHIPS**

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CURRENT Nairobi- Kenya

**Institute Of Human Resource Management - Full Member**

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