

CURRICULUM VITAE

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CAREER OBJECTIVES

I am an ambitious, enthusiastic and motivated individual willing to give total support to the organization, with the experience and capability that I have to realizing organizational success. Looking forward for a challenging position in a reputed organization where I can learn new skills, expand my knowledge, and leverage my learning. To get an opportunity where I can make the best of my potential and contribute to the organization's growth.

ACADEMIC QUALIFICATIONS

2012 – 2016 MULTIMEDIA UNIVERSITY OF KENYA, BACHELOR OF COMMERCE,
HUMAN RESOURCES MANAGEMENT MAJOR
Second Class Honors

2008 – 2011 NGUMBULU SEC. SCHOOL, KCSE B+ (71points)
1999 - 2007 KAKUTHA PRI. SCHOOL, KCPE (369 Marks)

WORK EXPERIENCE

Mogo Auto Kenya (17th June 2022 to June 2023)

Position: Car Sales Admin

Responsibilities

- ✓ Handling Repossessed Cars petty cash
- ✓ Booking of vehicles in the Inventories
- ✓ Keeping a record of maintenance/repairs done on vehicles
- ✓ Facilitating sales process documents

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- ✓ Organizing for vehicle assessments
- ✓ Preparing monthly reports on car sales
- ✓ Facilitating clients with the information required for each unit on sale
- ✓ Ensuring sales process is done in accordance to the company guidelines
- ✓ Approve bids received on cars
- ✓ Maintain level of selling prices versus value of the car at the targets received
- ✓ General car sales

Mogo Auto Kenya (3rd June 2021 to 16th June 2022)

Position: Loan Officer

Responsibilities

- ✓ Enter customer information into Mogo IT system
- ✓ Generating new sales
- ✓ Processing customer loan applications
- ✓ Customer point of conduct
- ✓ Product presentation to clients
- ✓ Sales report preparation

Platinum Credit Limited (September 2020 to April 2021) Position:

Team leader.

Responsibilities.

- ✓ Responsible for recruiting a team of sales associates, train them on product knowledge, coaching and mentoring.
- ✓ Taking team to the field for prospecting, marketing and closing business.
- ✓ Making weekly reports on sales, training and recruitment

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Platinum Credit Ltd (February 2020 to September 2020)

Position: Sales Executive

Responsibilities.

- ✓ Company products marketing (Loan facilities)
- ✓ Advising clients on financial matters.
- ✓ Sales reports and targets

Human Resource Intern

Amref Health Africa, Corporate and Kenya, Nairobi.

April 2019 to October 2019.

Responsibilities

1. HR Records & Information Management

- ✓ Tasked to ensure quality and integrity of HR filing system by keeping all HR records, information and files clearly labelled, organized and confidential
- ✓ Maintaining staff personal files and ensure that all files have up to date information
- ✓ Capture and update employee personal information data accurately and timeously in the ERP System (NAVISON) including leave records, medical claims and other HR related records.
- ✓ Produce HR data and reports as required and within set deadlines

2. Recruitment & Selection

- ✓ Drafting advertisements for authorized recruitments in liaison with HR Officer, Recruitment & HR Manager, and ensuring conformity of job advertisements to job specifications and Amref branding guidelines and recruitment practices.
- ✓ Facilitate advertising/circulation of advertisements on various platforms as agreed with Supervisor
- ✓ Update and report on progress of the recruitment and selection processes through the HR recruitment & selection system and send feedback to applicants
- ✓ Undertaking long-listing for junior and senior positions
- ✓ Arrange for and coordinate interviews (date of interviews, calling short-listed applicants) administering tests and taking part in the interviews where necessary and ensuring all pre-employment documentation is in place.
- ✓ Ensure records of all recruitment and selection processes of employees and consultants are correctly filed

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3. General HR Support Services

- ✓ Draft employment contracts, terms and conditions of employment or terms of reference, job profiles for employees and consultants, and draft requested letters in line with changes to employee terms and conditions of employment
- ✓ Support line management in the development and implementation of induction and orientation of both new and existing employees, ensuring that all relevant policy documents are made available
- ✓ Respond to general staff queries and advise them on Amref's HR policies and procedures and local legislative requirements, seeking advice from and referring more complex issues to the Human Resources Manager.

Industrial Attachment.

July to September 2015

Kenya Revenue Authority (KRA). Corporate Support Services Department, Human Resource Division.

Key skills and competencies acquired

- ✓ Records Management
- ✓ Welfare and Benefits
- ✓ Employee Resourcing
- ✓ Human Resource Development
- ✓ Employee Relations
- ✓ Strategy and Projects
- ✓ Performance Management

TRAINING

- 1 Performance Management at Amref Health Africa (KCO).
- 2 Safeguarding at Amref Health Africa (KCO).
- 3 Computer packages/skills
- 4 Sales and personal branding skills (Innovare Training).

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KEY ATTRIBUTES

- ✓ Industrious, team player, social, determined, hardworking, responsible, accountable and God fearing
- ✓ Self-driven and self-motivated in teamwork and responsibility with regard to my professional ethics.
- ✓ Keen and interested in matters concerning research in human resource field.
- ✓ Able to work in a busy and varied role that requires good attention to detail.
- ✓ Accurate, timely, confidential and efficient record keeping.
- ✓ Keeping abreast of changes on work environment.

HOBBIES AND INTERESTS

- ✓ Sporting
- ✓ Socializing

REFERENCE

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