

JAMES OYIKO LAZARUS

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Professional summary

Highly motivated and results-oriented Human Resources professional with a strong academic foundation in Human Resource Management. Proven experience in recruitment and selection, talent management, employee engagement, performance management, and HR operations. Eager to leverage academic knowledge and practical experience to contribute effectively in an entry-level HR role. Skilled in research, data analysis, report generation, process improvement, and cross-functional collaboration. Seeking a dynamic organization to develop HR expertise further and drive organizational success.

Work experience

People Operations Attachee | Culturelligence | Nairobi, Kenya

July 2023 – December 2023

- Spearheaded the new employee recruitment and onboarding process, ensuring a seamless and positive experience for incoming talent.
- Conducted ongoing research on modern talent management and HR best practices, providing insights to leadership.
- Generated comprehensive content and reports based on HR research findings, facilitating debriefing sessions with the leadership team for strategic decision-making.
- Implemented new HR processes and practices, fostering a culture of continuous improvement and innovation within the organization.
- Collaborated closely with the leadership team to support and contribute to strategic HR initiatives and projects aimed at company growth.
- Developed and implemented employee engagement and retention strategies, including conducting surveys and launching initiatives to enhance the employee experience.
- Managed performance evaluation processes, encompassing objective setting, conducting reviews, and providing constructive feedback to employees and managers.
- Developed and delivered training programs for employees and managers on critical HR topics, including diversity and inclusion, performance management, and leadership development.

IEBC Clerk | Independent Electoral and Boundaries Commission (IEBC) | Nairobi, Kenya

August 2022

- Assisted in the voter registration process, providing information, verifying identification, and accurately entering voter details into the system.
- Educated voters on electoral procedures, voter rights, and responsibilities, ensuring transparency and understanding.
- Assisted in preparing and managing ballot papers, including verification, organization, distribution to polling stations, and maintaining proper storage and security.
- Supported the transmission of election results from the polling station to the designated central counting center.

Education

Bachelor of Commerce (Human Resource Management)

The Cooperative University of Kenya | September 2022 – December 2024

Diploma in Human Resource Management | The Cooperative University of Kenya

September 2019 – February 2022

Kenya Certificate of Secondary Education (KCSE) | St Mary's School, Yala

February 2015 – November 2018.

Key skills

- Human Resources: Recruitment & Selection, Onboarding, Talent Management, Employee Engagement, Performance Management, Training & Development, HR Best Practices, HR Operations, Compliance.
- Data & Analysis: Research, Data Analysis, Report Generation, Process Improvement.
- Software & Tools: Microsoft Office Suite (Word, Excel, PowerPoint), HRIS (if you've used any specific ones, mention them here).
- Interpersonal: Cross-functional Collaboration, Communication (Written & Verbal), Problem-Solving, Adaptability, Teamwork, Customer Service.
- Personal Attributes: Highly Motivated, Results-Oriented, Detail-Oriented, Punctual, Reliable, Ability to Work Under Minimum Supervision, Deadline-Oriented.

Referees

Mr. Charles Wambugu,

Deputy County Commissioner, Athi River Sub-County

Tel: 0728823078 | Email: dcathiriverdistrict@yahoo.com

Pauline Kiloko,

HR Assistant, Athi River Sub-County

Tel: 0706873915

Otieno Gideon,

HR Assistant, Virtual Human Resource Service Ltd

Email: otienogideon1@gmail.com