

ANTHONY WANGAI MAINA

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PROFESSIONAL SUMMARY

Human resource management professional with more than 3 years executing full-cycle recruitment, payroll administration, and employee relations across manufacturing, FMCG, and consultancy sectors in Kenya. Managed end-to-end talent acquisition, hiring 45 merchandisers and field personnel across more than 8 retail outlets using 360-degree recruitment methodologies, decreasing time-to-hire from 21 days to 12 days. Processed monthly payroll for more than 450 employees through HRIS platforms, ensuring 100% statutory compliance with NSSF, NHIF, and KRA regulations while reducing processing time from 5 days to 2 days. Seeking HR supervisor or managerial position to drive employee engagement, strengthen compliance frameworks, and build operational excellence through strategic talent management.

CORE SKILLS

- Full-Cycle Recruitment & 360-Degree Talent Acquisition Strategies
- Payroll Administration & Statutory Compliance Management (NSSF, NHIF, KRA)
- Employee Relations & Disciplinary Procedures Implementation
- Performance Management Systems & Competency Development Programs
- HRIS & ATS Systems for Candidate Tracking and Database Management
- Training Coordination & Onboarding Process Design
- Labour Law Compliance & Industrial Relations Management
- Team Supervision & Cross-Functional Collaboration for Operational Efficiency

RELEVANT WORK EXPERIENCE

Hermisons Ltd; EABL Distributor, Kiambu, Kenya

HR Consultant, August 2023 - November 2024

Independent EABL mainstream distributor managing beer and spirits distribution operations across the Nairobi region with 8 employees.

- Set up complete HR department from ground up, implementing recruitment systems, employee documentation protocols, and compliance frameworks aligned with the Employment Act and labour regulations.
- Executed full-cycle recruitment hiring 8 distribution personnel, including sales representatives, delivery drivers, and warehouse staff, using competency-based selection methodologies.
- Implemented employee onboarding processes for distribution team using structured orientation programs, ensuring 100% compliance with company policies and EABL distribution standards within 5 working days.
- Handled employee relations issues, resolving workplace conflicts and disciplinary matters through documented procedures, maintaining positive work environment aligned with fair labour practices.

Edris Medical Centre, Nairobi, Kenya

Human Resource Officer, February 2023 - June 2023

Private healthcare facility providing medical services across Nairobi with 25 employees, including medical practitioners, nurses, and administrative staff

- Initiated a complete HR department from ground up, implementing employee documentation systems, creating personnel files for 25 staff members, ensuring 100% compliance with healthcare sector regulations.

- Designed and implemented HRIS database using MS Excel and Access, managing employee records, leave tracking, and attendance monitoring, achieving 98% data accuracy, supporting operational efficiency.
- Developed HR policies and procedures manual covering recruitment, onboarding, performance management, and disciplinary processes aligned with Employment Act and healthcare industry standards.

Ideal Personnel Ltd, Nairobi, Kenya

Human Resource Line Supervisor, November 2021 - January 2022

HR consultancy firm providing outsourced personnel across 12 retail outlets in Nairobi with 180 deployed staff.

- Executed 360-degree recruitment cycle, hiring 45 merchandisers and field personnel through talent sourcing, candidate screening, and selection, reducing time-to-hire from 21 days to 12 days.
- Managed full-cycle onboarding processes for middle-level and junior employees across 12 retail outlets using structured orientation programs, decreasing onboarding duration from 14 days to 7 days.
- Coordinated workforce scheduling for 180 employees across multiple outlets using MS Excel rosters and time-tracking systems, ensuring 98% schedule adherence through systematic planning.
- Resolved employee disciplinary issues for on-site and off-site personnel, handling 28 cases monthly through documented procedures, achieving 92% resolution rate within 5 working days.
- Collaborated with Dispatch and Logistics Manager on workforce planning and delivery schedules using coordination meetings, aligning staffing levels with operational requirements for over 20 locations.
- Tracked daily attendance through digital time-stamp systems, monitoring off-site employees, maintaining 96% accuracy in attendance records, supporting payroll processing through Excel databases.
- Analyzed outlet sales performance daily, producing weekly reports using MS Excel dashboards, identifying productivity trends, informing resource allocation decisions, generating over KES 8 million monthly revenue.
- Maintained employee records filing system for 180 staff members using document management protocols, ensuring 100% documentation compliance with company policies and labour regulations.

Ponders Kenya Ltd, Nairobi, Kenya

Human Resource Officer cum Sales Supervisor, April 2021 - September 2021

FMCG distribution company managing warehouse operations and van sales across Nairobi region with 35 employees and KES 2.4 million monthly revenue.

- Processed monthly payroll for 35 outsourced employees using payroll management software, ensuring 100% accuracy in statutory deductions and timely salary disbursement within 3 days.
- Managed disciplinary procedures for on-site and off-site employees through documented corrective action processes, resolving 18 cases, maintaining workplace conduct standards aligned with labour law.
- Coordinated full-cycle recruitment activities from job posting through candidate selection using talent sourcing methodologies, hiring 12 warehouse and sales personnel, reducing vacancy period from 18 to 10 days.
- Supervised warehouse and van sales crew workload distribution, scheduling assignments through MS Excel work plans, improving delivery efficiency, maintaining operational productivity, generating over KES 10 million monthly.
- Recorded daily attendance for 35 employees using time-tracking systems, updating records through HRIS platforms, achieving 98% accuracy, supporting payroll processing, and performance tracking.
- Generated sales leads and prepared weekly reports using MS Excel, tracking KES 2.4 million monthly sales performance, providing business intelligence insights for management decision-making.

Canaan Dairy Factory, Nairobi, Kenya

Human Resource Officer, July 2020 - March 2021

Dairy manufacturing company operating production and distribution operations across Central Kenya with over 100 employees.

- Processed payroll for 65 outsourced employees monthly using payroll software, ensuring compliance with NSSF, NHIF, and KRA statutory requirements, achieving 100% on-time payment within deadlines.
- Implemented disciplinary procedures addressing employee conduct issues through documented corrective action processes, handling 22 cases, ensuring fair treatment and policy adherence aligned with labour law.
- Collaborated with Production Manager and HR Manager on workforce planning, coordinating staffing schedules through MS Excel work plans, aligning personnel deployment with production targets across manufacturing.
- Managed production crew and van sales representatives' workload, coordinating shift schedules through roster management systems, maintaining operational continuity for daily manufacturing activities.
- Maintained staff records and leave management system for 65 employees using HRIS database, ensuring accurate documentation, supporting 95% leave approval processing within 48 hours through streamlined workflow.
- Recorded daily attendance tracking time records through digital systems, providing data supporting payroll accuracy, enabling workforce productivity analysis for management reporting and performance tracking.

Bata Shoe Kenya, Nairobi, Kenya

Human Resource Officer, July 2019 - June 2020

Footwear manufacturing and retail company operating over 100 outlets across Kenya with over 450 outsourced employees and annual revenue exceeding KES 500 million.

- Facilitated statutory registration for over 450 outsourced employees with NSSF and NHIF using registration platforms, achieving 100% compliance with national social security requirements maintaining accurate records.
- Administered leave management system, updating employee records through HRIS platforms, maintaining accurate leave balances for 200 staff, supporting operational planning and workforce scheduling.
- Handled disciplinary issues, resolving employee conduct matters through documented procedures using investigation protocols, ensuring fair treatment and compliance with Employment Act labour regulations.
- Supported payroll processing, providing accurate data to finance department, coordinating with payroll clerks through MS Excel data validation, ensuring timely salary disbursement for 200 employees every fortnight.
- Managed contract renewals for outsourced employees, ensuring timely processing through document management systems, maintaining 98% renewal completion rate, preventing employment gaps supporting business continuity.
- Coordinated staff welfare programs addressing employee concerns through responsive support initiatives, improving workplace satisfaction supporting retention strategies aligned with organizational objectives.

OTHER WORK EXPERIENCE

- **Nairobi City County, Ward Supervisor, Nairobi, Kenya, December 2018 - June 2019**
- **Dandora Transformation League, Ward Representative, Nairobi, Kenya, February 2016 - November 2018**

EDUCATION

- **Diploma in Human Resource Management** · Technical University of Kenya (2011 - 2014)

PROFESSIONAL TRAINING

- **Leadership Training** · YALI Regional Centre East Africa, Kenyatta University (November - December 2017)

TECHNICAL PROFICIENCIES

Payroll Management Software, HR Information Systems (HRIS), Applicant Tracking Systems (ATS), Time and Attendance Systems, Document Management Systems, MS Excel (Data Analysis, Pivot Tables, VLOOKUP, Payroll

Computation, Roster Management), MS Word (Report Writing, Documentation), MS PowerPoint (Presentations), MS Access (Database Management), Recruitment Platforms, Employee Database Management, Statutory Compliance Systems (NSSF, NHIF, KRA), Performance Management Tools

LEADERSHIP POSITIONS

- **Chairman and Founder** · Tenda Wema Family Community-Based Organization
- **Co-Founder and Treasurer** · Believers Transformation Community-Based Organization

LANGUAGES

- English (Fluent), Kiswahili (Fluent)