

KIREMA KABERIA STEPHEN

Business Management Professional

Human Resource Management | Financial Accounting | Procurement & Contracts | Data Management | Project Planning | Business Administration | Regulatory Compliance | Strategic Planning | Risk Assessment | Stakeholder Engagement | Inventory Management | Conflict Resolution | Digital Literacy | Meeting Facilitation | Business Planning

Tel : 0719 613 088/0757590930 | Email : Stephenkimathi107@gmail.com | Location : Meru, Maua

PROFESSIONAL PROFILE

Results-driven Business Management Professional with expertise in financial administration, procurement, HR management, and strategic planning. Skilled in optimizing operations, ensuring compliance, and leading teams to drive efficiency and growth. Proven ability in financial reporting, contract negotiation, risk assessment, and stakeholder engagement, ensuring seamless business operations and cost-effectiveness.

Career Strengths

- **Leadership Skills:** Experienced in managing teams, coordinating staff activities, and ensuring compliance with operational and financial policies to enhance organizational efficiency.
- **Communication Skills:** Proficient in presenting financial reports, procurement strategies, and stakeholder engagements, ensuring clear and effective decision-making.
- **Teamwork & Collaboration:** Adept at working with cross-functional teams, fostering collaboration between departments, and optimizing operational workflows.
- **Problem-Solving:** Skilled in developing innovative solutions for financial management, procurement, and staff coordination to drive efficiency and cost-effectiveness.
- **Analytical Thinking:** Strong ability to analyse financial data, assess operational risks, and implement data-driven strategies to improve organizational performance.

PROFESSIONAL EXPERIENCE

Loss Control Officer | March 2023 – March 2024

Kyosk Digital Services

Key Contributions:

- Investigated and mitigated inventory shrinkage, reducing losses through proactive surveillance.
- Monitored warehouse and retail operations, ensuring adherence to loss prevention policies.
- Collaborated with law enforcement and internal teams to resolve theft and fraud cases efficiently.
- Conducted regular audits and risk assessments, strengthening company-wide security measures.
- Trained staff on theft prevention techniques, improving overall loss control effectiveness.

Security Supervisor | 2018 – 2019

Nicholas Legal Security Services

Key Contributions:

- Enforced security protocols, ensuring 100% compliance with company policies and safety regulations.
- Led a team of security personnel, improving incident response time and minimizing security breaches.
- Coordinated patrol operations and access control, reducing unauthorized entry attempts.
- Implemented risk assessment strategies that enhanced the safety of company assets and personnel.
- Maintained detailed incident reports, supporting legal and operational decision-making.

Manager | 2017 – 2018

Maua Children's Home – Maua, Kenya

Key Contributions:

- Led human resource coordination, streamlining recruitment, onboarding, and staff management to enhance operational efficiency.
- Developed and implemented an employee performance appraisal system, driving professional growth and organizational effectiveness.
- Ensured compliance by maintaining accurate records and filing statutory returns for all children in the home.
- Managed financial accounts, budget planning, and expenditure tracking, optimizing resource allocation and cost control.
- Spearheaded infrastructure development projects, overseeing planning and execution to improve facility conditions.
- Negotiated and awarded procurement contracts, ensuring cost-effective and high-quality supplies for the home.
- Designed and maintained a structured record-keeping system that enhanced transparency and data accessibility.
- Organized and facilitated staff meetings, fostering teamwork, knowledge sharing, and improved service delivery.
- Represented the organization in board meetings and stakeholder engagements, advocating for child welfare policies.

EDUCATION

Diploma in Business Management | 2015 – 2017

University of Eldoret

Kenya Certificate of Secondary Education | 2011 – 2014

Antubochiru Secondary School

TRAINING/ COURSES

Certification in Social Entrepreneurship and Business Planning

REFERENCES

Fredrick Kailikia

Member of Board Management, Maua Children's Home

Tel: 0714 896 147

Johna Karicha

Director, University of Eldoret

Tel: 0725 886 231

Mr. Kaliunga

Principal, Antubochiu Secondary School

Katheru Kailemia

Headteacher, Kilalai Primary School