



CURRICULUM VITAE

PERSONAL INFORMATION

Name : Catherine Wambui Kiiru
Date of Birth : 22th December 1988
Gender : Female
Nationality : Kenyan
Religion : Christian
Marital Status : Married
Address : P.O Box 10669-00100 Nairobi
Telephone No : +254 792 966920, +254 738 048334
Email : cate.kiiru@hotmail.com, kiiqunatalia@yahoo.com.
Languages : English, Kiswahili.

PERSONAL SUMMARY

I am an expert in giving advice on complex HR matters and on delivering performance though people. I have a track record of making employees feel a sense of pride in the work they do and being proud of the company that they work for. As a true professional I will always make sure that everyone in the company is treated in a fair and consistent manner and that no one is discriminated against. In the past I have run the HR operations of both large and small companies. My key strengths include running day to day activities in the office, employee termination, personnel records administration, Ensuring legal compliance and handling disciplinary issues appropriately. Right now I am looking for a suitable position with a company that wants to recruit talented and proven leaders.

EDUCATION BACKGROUND

Jan 2013- Dec 2014 : **University Of Nairobi**
Master's degree in International Relations.

2009-2012 : **University Of Nairobi**
Bachelor of Arts in International Relations.
Post Management Degree in Human Resource Management

2008- 2009 : **Regional Centre of Tourism and Foreign Languages.**
Diploma Air Ticketing.
Diploma in Cabin Crew.

2004-2007 : **Karoti Girls' High School.**
Kenya Certificate of Secondary Education (KCSE).
Grade B+

1992- 2002 : **Naivasha Central Primary School**
Kenya Certificate of Primary Education (KCPE).
Mean grade- 337 marks

CAREER SUMMARY

Human resources and Administrations Manager – **February 2014 - up to date**

Employers name - **Palbina Travel Limited**

Responsible for Maintaining and enhancing the organization's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices.

Duties;

- Maintain the work structure by updating job requirements and job descriptions for all positions.
- Organizing work flow so that the office runs at maximum efficiency. Advising senior managers on the legal risks of any HR decisions.
- Making sure that all shifts are fully staffed.
- Developing employee surveys and organizing focus groups to gauge the mood Of company staff.
- Rewarding employees for their performance, attitude and skills. Developing personnel policies and processes.
- Organizing employee training programs. Promoting equality policies.
- Conducting employee exit interviews and getting feedback from staff who are about to leave the company.
- Keeping accurate employee records.
- Identifying employees who need extra training that will teach them how to properly carry out their duties.
- Taking instructions from senior managers.
- Consulting with senior management regarding special issues. Managing employee benefit programs.
- Writing up adverts that will attract the best and brightest candidates. Having telephone interviews with job applicants.
- Having face to face interviews with job applicants.
- Making sure that employees are paid the correct amount and on time. Carrying out routine administrative and clerical duties.
- Ensuring that all HR staff handles employee personal data in a professional and confidential manner.

Human resources assistant – **April 2011- January 2014**

Employers name –**Fly Five Forty Limited**

Responsible for assisting the HR manager to manage the day to day activities in the Office, entire recruitment process from start to finish.

Duties;

- Replying to job applicants in a professional manner.
- Organizing work flow so that the office runs at maximum efficiency.
- Advising senior managers on the legal risks of any HR decisions.
- Making sure that all shifts are fully staffed.
- Developing employee surveys and organizing focus groups to gauge the mood of company staff.
- Rewarding employees for their performance, attitude and skills. Developing personnel policies and processes.
- Organizing employee training programs. Promoting equality policies.
- Conducting employee exit interviews and getting feedback from staff who are about to leave the company.

- Keeping accurate employee records.
- Identifying employees who need extra training that will teach them how to
- Properly carry out their duties.
- Taking instructions from senior managers.
- Consulting with senior management regarding special issues. Managing employee benefit programs.
- Writing up adverts that will attract the best and brightest candidates. Having telephone interviews with job applicants.
- Having face to face interviews with job applicants.
- Making sure that employees are paid the correct amount and on time. Carrying out routine administrative and clerical duties.
- Ensuring that all HR staff handles employee personal data in a professional and confidential manner.

Human resources intern – **April 2010 – December 2010**

Employers name – **Quest Wild Wood Tours & travel**

Responsible for assisting

Duties;

- Create new hire folders and orientation paperwork
- Set up desk supply kits for new employees
- Create and organize existing and new employee files Date entry activities
- Post and update online job openings and answer email queries

KEY SKILLS AND COMPETENCIES

Management:-

- Improving employee morale.
- Being an ambassador for the company.
- Giving pep talks to departmental staff.
- Keeping up to date with the latest HR rules and regulations.
- Acting as a mediator between staff disputes.
- Able to work closely with colleagues.

Personal:-

- Always curious about what is going on in the company. Ability to see the bigger picture.
- A member of many professional HR societies.
- Can quickly gain the trust and respect of people.

Areas of Expertise:-

Staffing strategies

Running of the daily activities in the office Employee engagement

Job classification

Employee orientation Negotiation tactics

Labor management Dispute resolution

REFEREES

1. Christine Jerotich

General Manager
Palbina Travel Ltd
P.O Box 10669-00100 Green house
Nairobi, Kenya
Mobile Number: +254 723379554

2. Anne Waithera Ngure

Operations Manager
Fly five forty Ltd
P.O Box 2214-00100 riverside drive
Nairobi, Kenya
Mobile Number: +254 725 648800

3. Ian Asige Mweresa

GIS Analyst
RCMRD
P.O. Box 632-00618 Roysambu, Kasarani
Nairobi, Kenya
Mobile Number: +254 728 736720

4. Sammy Mwikya Mailu,

Managing Director
Quest Wildwood Tours & Travel Ltd,
P.O. Box 19297 – 00100
Nairobi, Nairobi, Kenya
Mobile Number: +254 700 534723.