

CURRICULUM VITAE

GENYA MOHAMED

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CAREER PROFILE

I am a hardworking and self-motivated character with a great passion for achieving set goals and objectives and effectively using available organizational resources to achieve maximum performance.

PROFESSIONAL SKILLS

- Leadership
- Good Communication Skills
- Planning and organizing

LANGUAGES

- English
- Kiswahili

VISSION

Creating synergies between various stakeholders to improve the relevance, impact and sustainability of R&D activities and programmers to improve living conditions for displaced persons

EDUCATION BACKGROUND

2021-2022: Umma University -Diploma in Human Resource Management (HRM)

2017-2020: Al-Falah Secondary School Secondary Certificate(C Plain)

2008-2016: El- Masalani Girls' Primary, primary certificate(256 marks)

WORKING EXPERIENCE

Organization	Position	Duty station	date
Ministry of Gender, family affairs and Human right-Garissa,	Human resources Officer	Garissa	Jan-2022 to date.

Roles and responsibilities

- Facilitate employee relations and welfare including health, safety, sports and culture.
- Provide registry, managerial and courier services; and manage office records.
- Provide support general custodian services to include maintenance of office equipment.
- support documented system of accounting policies and procedures.
- Support annual audit process, liaise with both the internal and external auditors, and assess any changes necessary.
- Support annual budgeting process in conjunction with the other departments of the ministry as directed by the HR director.
- Coordinate implementation of ethics and value promotion activities including prevention of corrupt practices.
- Assist ministry official request to other Ministries and CSC on recruitments, placements, resignation confirmations, promotions, and transfers of staff under the directives of the HR director.
- Support human resources planning to determine supply and demand for professionals under the Ministry.
- Assist implementation of Open Performance Review and Appraisal System assess the appraisal results; prepare implementation reports; and make follow-ups on the implementation of the recommendations on individual OPRAS forms as directives of the HR director.
- Process and update records of various leaves of absence.
- Facilitate orientation/induction programs for new entrants in the service;
- Support Preparations of effective administrative monthly payroll of the ministry staff according to the JSS PFM policies
- Assist training needs assessment for the Ministry and prepare training programs in liaison with the ministry HR director and CSC.
- Carry out any other duties as assigned by the management.

Roles and responsibilities

- ❖ Assist the Field Office ADM/HR Lead in Recruitment, Orientation, and Integration:
- ❖ Job advertising.
- ❖ Receiving candidates
- ❖ Pre-screening and shortlist candidates
- ❖ Organize candidates written tests and interviews.

- ❖ Publish recruitment results.
- ❖ Prepare hiring documents.
- ❖ Preparing and support on boarding/transition process for the new hires staff or transferred staff
- ❖ Assist the field office ADM/HR Lead in performance management and staff development,
- ❖ Receive and file staff performance reviews.
- ❖ Monitor deadlines and needed reminders.
- ❖ Compile staff development needs
- ❖ Prospect potential training providers.
- ❖ Ensures that training completion reports are submitted.
- ❖ Established and keep up to date the list of employees which received trainings.
- ❖ Assure staff filing and administration,
- ❖ Assure staff timesheets submission and filing.
- ❖ Track and monitor staff leaves, sick leaves, and absences.
- ❖ Assure the maintenance and updating of individual files.
- ❖ Assure that all required administrative formalities are respected (staff contract registration, social security registration, medical insurance registration, etc.)
- ❖ Debrief exiting employees and complete end-of-assignment procedures.
- ❖ Assist in Administration Management:
- ❖ Track and monitor all ARC offices and homes administration and maintenance.
- ❖ Monitor renewal and termination of contracts and payments with suppliers, service providers and assure that all are done on time.
- ❖ Assure that all facilities are well functioning, including housekeeping, office supplies, electricity, maintenance and repair, internet, and other communications functions in the field office.
- ❖ Assure proper use and functionality of office equipment.
- ❖ Maintain proper records of all correspondence.
- ❖ Track and monitor subscriptions and monthly telephone and Internet communications,
- ❖ and assure that all are paid on time.
- ❖ Assist the field office ADM/HR Lead on travel documents processes (visa, ticket, etc.)
- ❖ Monitoring and Reporting of HR issues.
- ❖ Prepare and submit weekly and monthly reports recruitment.
- ❖ Prepare and submit monthly HR reports.
- ❖ Prepare and submit monthly staff leave.
- ❖ Prepare and submit monthly renewal and termination of contracts and payments with suppliers, service providers, lesser tracking sheet.
- ❖ Other relevant duties as assigned (of a similar nature or related and in the interest of the organization]

HOBBIES

- ❖ Socializing
- ❖ Reading Holy Quran
- ❖ Travelling

REFEREES

Name	Position	Telephone
AHMED ISMAIL BURNOW	PERMANENT ASSISTANT DEPUTY GOVERNOR	+254722546839
DAUDI HAMD ISSA	KENYA REVENUE AUTHORITY	+254726934212
AHMED SHAKUL ADEN	EDUCATION BOARD HULGH SUB-COUNTY	+254727165048