

# SIMON MUCHIRI KAMAU

## Human Resource Practitioner & Strategist

### Contacts

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### Education

Bachelor of Science in Human  
Resource Management

Moi University (2013-2015)

### Skills

- Strategic Leadership
- Business Acumen
- Leadership and Management
- Change Management
- Communication
- Talent Acquisition and Development
- Employee Relations
- Compensation and Benefits
- Compliance and Legal Knowledge
- Diversity and Inclusion
- Data and Analytics
- Budgeting and Financial Management
- Project Management
- Networking
- Problem-Solving
- Ethical and Professional Conduct
- Risk Management
- Negotiation and Conflict Resolution
- Technology Proficiency
- Public Speaking
- Presentation Skills

### Professional Summary

I exist to Empower People in this Planet to discover and make proper use of their infinite Purpose. A strategic leader with formidable business experience and intelligence across various part of East Africa, Engineering, Hospitality, FMCGs Telecommunications and Enterprise Consulting.

A seasoned Human Resource Practioner with 10+ years of experience in leading HR functions for diverse organizations. Adept at aligning HR strategies with business objectives, driving talent acquisition, fostering a positive workplace culture, and ensuring compliance with labor laws and regulations.

Skilled in leadership, strategic planning, and effective communication. Committed to promoting diversity, inclusion, and ethical HR practices while delivering measurable results. My key values include accountability, passion, customer experience, innovation and collaboration.

### Work Experience

Role: Co-Founder & Director

May 2023 - to date

#### Optipro Limited

#### Focus Areas: Organizational Productivity and Sustainability

- Passion in optimizing organizational performance and fostering sustainable growth, through crafting of robust strategies tailored to organizational needs.
- Leveraging human capital as a strategic asset, aligning business processes with organizational goals, and fostering employee engagement and development.
- Developing and implementing monitoring and evaluation systems to track organizational performance, ensuring continuous improvement.

#### Achievements:

- Developed **3-year and 5- year strategic plans** for 16 organizations within Kenya, West Africa and Canada within the last 6 years
- Build robust **standard operating procedures (SOPs) for quality management system (QMS)** for multiple organizations.

Processes included but not limited to:

- Finance standard operating procedures and processes (SOPs)
- Human resource SOP
- Supply chain SOPs (Procurement, Warehousing, Logistics)
- Sales and marketing, Business development and account management SOPs
- Fiber rollout operations SOPs (Acquisition, Design, Implementation, Maintenance)
- BTS Site Build SOP

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### Professional Courses

1. McKinsey Forward  
*April to Nov 2023*
2. Monitoring and Evaluation  
*Nov 2022 to Apr 2023*
3. Leadership Acceleration  
*Aug to Dec 2022*
4. Diploma in HSE  
*NEBOSH - 2021 -2022*
5. HN Diploma in HRM  
*IHRM (KNEC): 2011-2011*
6. Diploma in HRM – IHRM  
*(KNEC): 2008-2010*
7. Certificate in Counseling  
*IHRM: 2011-2011*

### Memberships

- IHRM Full Member No. 010623
- HR Practitioner, License No. 8034

### Referees

#### **Kennedy Wachira**

Senior Accountant, Usafi Services Ltd

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#### **Felix Nzuki**

Optipro Limited

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#### **Carolyne Kariuki**

Gap Recruitment Services

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- Trained Internal Auditors on auditing the organization against ISO 9001:2015, ISO 14001:2015, ISO 45001:2018 and ISO 27001
- Trained ISO champions on raising non-conformance reports and follow through for closure
- Build safety management culture for several telecom organizations in Kenya and Ethiopia
- Supported organization in system specification and automation for systems including:
  - HR management system (Payroll, Leave & Performance management)
  - Enterprise Resource Planning (ERP)

#### **Adrian Group Limited**

*July 2022 – April 2023*

Role: Head of Department – Supply Chain (*HR, Logistics, Warehouse, Procurement & Health, Safety, Environment*)

#### Achievements

- **Cost Reduction:** Successfully reduced supply chain costs by implementing cost-effective procurement strategies, optimizing transportation routes, and minimizing excess inventory.
- **Improved Supplier Relationships:** Developed and nurtured strong relationships with key suppliers, resulting in better pricing, on-time deliveries, and improved quality.
- **Inventory Management:** Implemented efficient inventory management techniques, reducing carrying costs and stockouts while maintaining optimal stock levels.
- **Streamlined Operations:** Streamlined supply chain processes, resulting in reduced lead times, faster order fulfillment, and improved overall operational efficiency.
- **Demand Forecasting:** Implemented more accurate demand forecasting models, reducing excess inventory and improving customer service levels.
- **Supply Chain Resilience:** Ensured the supply chain's resilience by developing and implementing contingency plans that minimized disruptions during unforeseen events (e.g., natural disasters, pandemics).
- **Cross-Functional Collaboration:** Worked collaboratively with other departments (e.g., sales, marketing, production) to align supply chain activities with company goals, resulting in improved coordination and overall performance

# SIMON MUCHIRI KAMAU

## *Human Resource Practitioner & Strategist*

**Adrian Group Limited**

Role: Senior Human Resource Manager

*June 2021 – July 2022*

### *Achievements*

- **Strategic Workforce Planning:** Developed and implemented strategic workforce planning, aligning staffing needs with long-term business objectives.
- **Talent Acquisition Optimization:** Improved recruitment processes, reducing time-to-fill positions and enhancing the quality of hires.
- **Diversity and Inclusion Leadership:** Led diversity and inclusion initiatives, resulting in a more diverse and inclusive workforce.
- **Employee Retention Improvement:** Implemented strategies that reduced turnover rates and improved overall employee morale and satisfaction.
- **Performance Management Success:** Established effective performance management systems, leading to higher productivity and goal attainment.
- **Training and Development Enhancements:** Improved employee skills and engagement through effective training and development programs.

### *Additional work experience (from 2011)*

1. HR Manager at Usafi Services Limited (July 2016 - to 2021)
2. HR Manager at Cityscape Trends Services Ltd (April: 2015 –June 2016)
3. Asst. HR Manager at Oneway Cleaning Services Limited (Oct. 2014 – March 2015)
4. Human Resources & Administration Officer Employer: Marshall-Fowler Engineers (Jan 2012 – Sept. 2014)
5. Human Resources & Administration Officer at Intercell Networks Limited (Jan 2011 – Dec 2011)