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Agnes Akinyi Owino

Human Resources Officer, CHRP

PROFESSIONAL SUMMARY

CHRP-qualified HR officer and IHRM member with 5 years in manufacturing. Recruited 120+ staff, manages monthly payroll inputs for 450 employees and cut staff turnover by 18% through better onboarding.

WORK EXPERIENCE

HR Officer Apr 2021 – Present

Thika Packaging Industries Ltd, Thika

- Run end-to-end recruitment for 450 staff, filling roles within 30 days on average
- Prepare payroll inputs and statutory deductions (PAYE, NSSF, SHIF, Housing Levy) with no penalties
- Handle disciplinary cases in line with the Employment Act 2007
- Introduced a 2-week onboarding programme that cut first-year turnover by 18%

HR Assistant Feb 2019 – Mar 2021

Greenleaf Hotels, Nairobi

- Maintained staff records and leave tracking for 180 employees
- Coordinated monthly training sessions

EDUCATION

Bachelor of Human Resource Management 2014 – 2018

Jomo Kenyatta University of Agriculture and Technology

SKILLS

Recruitment • Payroll compliance • Employee relations • Performance management • HRIS • Training

CERTIFICATIONS

Certified Human Resource Professional (CHRP), HRMPEB 2020

Member, Institute of Human Resource Management (IHRM) 2020

LANGUAGES

English (Fluent) • Kiswahili (Fluent)

REFEREES

Mr. Samuel Gitau
HR Manager
Thika Packaging Industries
Tel: +254 722 999 000