

LINDA NZEMBA MCGAW
MCOM, M(IHRM), IHRM(K), CPA, ISO 9001: 2015 INTERNAL
AUDITOR AND PEOPLE OPERATIONS EXPERT

WORK EXPERIENCE

PROFILE

A highly motivated, trustworthy, resourceful team player who embraces diversity and is adaptable to change. With 8 years' relevant experience in HR, Finance and leadership, have gained experience whilst working in the Human Resources departments in the manufacturing, security, non-profit organisation, management consulting and automotive industries. Currently working as an independent management consultant and having built HR and administration departments for various multinational companies from the ground up (start-up expert), I have a thorough understanding of the software and hardware associated with leading people as the key resource.

I provide an 'outside-in' approach to people management, being well aware of the impact of aligning functional HR strategy to the overall business strategy. I purposely provide specialised solutions by contextualising the business environment, the various business models, risk factors and make use of various diagnostic tools to derive a strong business case. This is an important strategic role as it creates value addition, provides sustainable solutions and establishes a link between people and business development.

DYNALIM Africa Ltd – Business Partner – People And Operations
November 2016–Date (Kenya, South Sudan and Uganda)

The overall responsibility is managing the day to day operations of the organisation, projects and managing our client's Security and HR needs (policy, legal, administrative and strategic functions). Some of the organisations we have worked with include; LTA - Juba, Tutare Group (WorldBank, AECOM, Cater Centre), JICA and Tearfund. Some of the key achievements include;

- Capacity building of internal resources on leadership, quality management systems (ISO 9001: 2015) and People Operations.
- Provide our clients with useful insights regarding people as a key resource and provided innovative solutions on how to operate optimally.

Currently working on development of HR Service delivery charters, outsourcing of support services and organisation development projects with some of the regional industry leaders.

NISSAN Kenya – Human Resources and Administration Manager
March 2015–October 2016 (Reported to the CEO and the B.O.D)

Tasked with the overall function of managing the Human Resources within the company and its branches. Provided administrative and strategic insights to people management. Managed to contribute impact on business performance and provided out of the box solutions with a win-win for all. Some of the key achievements include;

- Streamlined the overall HR department systems and International assignments (expatriates) processes which improved the turnaround time to process people related issues by 35% in the FY 2015/2016.
- Achieved 86% retention for the year 2015 through the comprehensive RRR talent strategy.
- Developed and implemented the first key HR policies and SOPs, HR manual and Health and Safety policies and processes.
- Manually managed the payroll systems and successfully migrated the HRIS systems to Sage VIP (from vendor verification to implementation).
- Implemented a robust reward system for the core departments
- Conducted a job evaluation exercise, made recommendations through a Board paper and the proposals were adopted.
- Conducted culture and skills assessment which provided useful insights on the organisation effectiveness levels of the organisation.
- Developed a comprehensive performance management system and tools that contributed to the Company's significant improvement of the market share in the FY 2015 / 2016.
- Introduced outsourcing and automation of non-core functions as some of the Organisational development strategies.

UNV - Volunteer

March 2014 – February 2015

Education volunteer with PEOF on International taxation of employees and expatriates and Employment strategies.

ERNST & YOUNG – Organization Development (OD) Consultant -Deputy Lead. September 2014–February 2015 (Reported to the Project Management team)

Consulted by the Kenya Government to carry out a country-wide Capacity Assessment and Rationalization of the Public Service at the National and County Governments (CARPS Programme). The overall

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<https://www.dynalimafrica.com>

objective of the CARPS programme is to ensure that government functions are properly structured and staffed to facilitate transformation of the public service for efficient and effective service delivery at the National and County Governments as per the given mandates. Objectives met by the programme were;

- Well-organized structures, at the national and county government;
- Established human resource capacity at the national and county government levels with recommendations on the optimal staffing levels based on the re aligned structures;
- Re-deployment and transfer of staff within and across the two levels of Government;
- Recommend modalities for rationalization of the existing human resource profiles and skills inventories, in accordance with relevant laws, statutes and conventions.

SAAB Technologies – HR Coordinator

January 2012 – January 2014 (Reported to CEO and Group HR Directors in South Africa, Sweden and UK)

Overall management of the Human Resource in the East African region (Kenya and Somalia) and managed employees seconded from the South Africa office to East African projects. Some of the key accomplishments include;

- Established the first HR department and introduced most of the processes in line with Labour requirements, Organisational culture, existing Company policies and Business strategies.
- Managed to save the company 80% of the costs from outsourcing of HR and payroll services, through the established in-house HR department.
- Successfully introduced and implemented the HRIS software for the first time within the Company's systems and managed the payroll systems for both nationals and expatriates.
- Established HR processes from entry to exit of employees, managed employees from different offices across the country and outside the country and ensured compliance.

E.A. Portland Cement Company – Management Accounts Assistant
July 2009 – December 2010

EDUCATION

Strathmore University - April 2016 – June 2018

Master of Commerce (MCOM) degree in International Business Management. Specialized on International HR, International Economics, Leadership and communication, Strategic Management, Global Competitive Strategy, Governance and Ethics and Project Management and evaluation.

College of Human Resources Management – April 2013 – November 2014.
Pursued post-graduate diploma in HRM.

Masinde Muliro University of Science and Technology – (April 2004 – May 2008) Degree in Business Management (Finance) option.

Pangani Girls High School – (February 1999 – November 2002)

TRAININGS

2015 Sage Payroll and HR systems - SAGE

2014 Organizational Design and Development – Ernst & Young.

2014 Lead Auditor's course – ISO 9001: 2008: Quality Management Systems (2014) – MMCL-Africa.

2012 Taxation of Employees and Expatriates (2012) – Ernst & Young.

2012 Human Resource Management seminar (2012) – CHRM

2011 Certified Public Accountancy (CPA) Part 2 – Strathmore University

REFERENCES

1. Mr Erik Hermansson - Group HR Director, SAAB Technologies, Linköping, Sweden.
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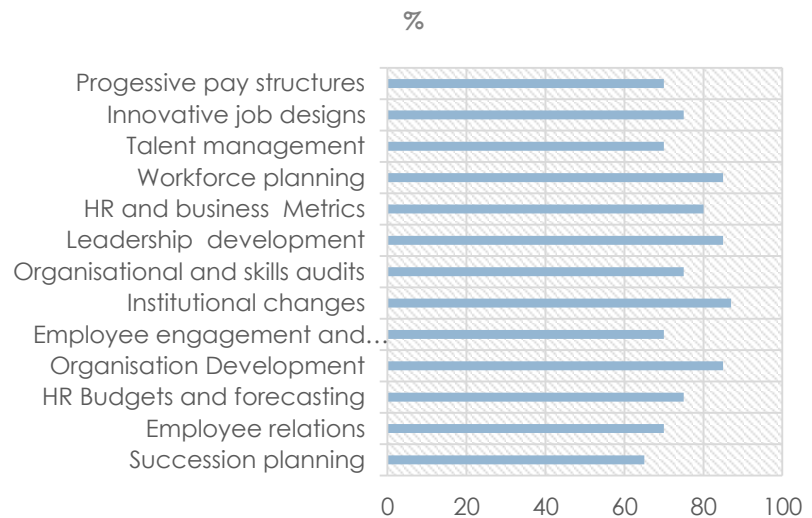
2. Mr. Geoff Bucknall - General Manager, LTA- Juba
Telephone No: +211 922766660
Email: gb@lta-juba.com

3. Mr. Solomon Osundwa – Managing Director at HASS Petroleum / Former Director NISSAN Kenya
Tel No: +254 733624404
Email: osundwa@empowerment.co.ke

2003 International Computer Driving Licence (ICDL) Part 1 & 2

Professional Affiliation: Full Member of the College of Human Resource Management (CHRM) – No 05441 with Practicing licence No:5563

SKILLS



STRENGTH FINDER



Persuasive - Uses both logic and emotional appeal to persuade others to see from one's perspective.

Innovator - Person to whom others turn to when something surprising comes up. Good fit for creative management positions and a rapidly changing work environment.

Empathic - Naturally inclined to relate and get along with others, with an understanding of your own emotions and their influence on others.

Adaptive - Is able to handle a variety of work situations well and is not easily stressed out. Good fit for dynamic work tasks in a variety of industries.

Counsellor - At work is best in socially responsible positions. Best fit for team lead, HR and people management positions

Approachable - Socially curious and performs well when working with people. Is comfortable with social situations at work but does not mind working alone. Good fit for a variety of positions. Socially outgoing, enjoy meeting new people, and tends to seek-out socially stimulating environments.

Finisher - Confident and persistent, able to deliver and conclude challenging tasks. Best fit for positions with a variety of challenging tasks with minimal support. Mentally tough, persistent and bounce back from temporary set-backs.

Detailed - Naturally inclined to pay attention to detail, and an approach to tasks that reflects a high degree of organization, logic, and structure.

Team Focused - Team player, who enjoys participating and collaborating with others to achieve objectives.

Energetic - Bring a high level of energy, enthusiasm, and vigour to your surroundings.

Poised - Confident, calm under pressure and have a strong sense of self-assurance.

Learning Orientated - Naturally inclined to be curious, inquisitive, investigative and keen to learn.