**ODUTOLA GRACE ELIZABETH**

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**SUMMARY**

A recent graduate seeking an entry level or HR Assistant role where I can deploy my interpersonal and communication skills to contribute to the growth of the organization. I am highly trainable and I am willing to learn and give back for the growth of the organization.

**EDUCATION**

**UNIVERSITY OF LAGOS**

Bachelor of Science (B.Sc) in Microbiology 2021

**PROFESSIONAL QUALIFICATIONS**

* Jobberman Soft-Skill Training Certificate 2022
* NBC Coca-Cola Certificate (Life & Business Skills) 2022
* Human Resource Immersion Program (HRIP) - HR Fundamentals 2022

**WORK EXPERIENCE**

**EUROMEGA ATLANTIC NIGERIA LIMITED (Human Resource Assistant- NYSC)** 2022- 2023

**•** Provided administrative support to the Human Resources department including scanning and filing 10-40+ documents daily.

**•** Designed 4-12 employees ID Cards based on rate of intake and worn out ID cards using Corel draw.

• Sent mails to each HOD attaching probation evaluation form in order for them to fill for 12+ staff due for confirmation after 6months.

• Conducted 2 or more phone and physical nterviews for sales persons and drivers daily.

• Prepared offer letters for successful candidates after interview on acceptance, sends them 7 different employment forms to fill then does follow up for documentation.

• Booked incoming employees done with documentation for pre-employment test in different facilities across Nigeria.

• Selected as secretary to take down minute for weekly meetings.

• Worked with recruitment supervisor to post vacancies on job groups, myjobmag, screened 20+ resumes depending on rate of application and then invite the few best candidates for interview.

**•** Collaborated with HR team of 9 to assist in engagement activities such as distributing company's product on a quarterly basis, planning team bonding for each department and sharing items on a monthly basis for birthday celebration to 120 staff.

• Packed new employee onboarding materials, prepare their funfact for announcement and take them to each department consecutively for orientation.

• Prepared weekly report for my team and then sends to my colleague for additional information regarding disciplinary issues.

**BELLAH'S\_STORE (Administrative Officer)** 2022 - Date

* Sole manager of in-bound and out-bound store items, sourcing and purchasing items in-line with customer's needs and demand
* Most times have 90% customer rate satisfaction on each goods
* Used customer service and interpersonal skills to sell clothing apparels resulting in 35-50% increase in profit

**HR TRAINEE AT IFORTIS WORLDWIDE.** 2022

* Carried out phone sessions and interview with candidates
* Learnt recruitment process and talent sourcing.
* Recruited a total no of 15 brand ambassadors for the company

**WORKED AS SALES REPRESENTATIVE IN A STORE** 2017

* Helped in record keeping, acted as direct point of contact for customer engagement to ensure client satisfaction and follow up on goods in transit
* Consistently exceeded sales goals by 25%
* Closed about 12-35 sales daily

**ACHIEVEMENTS**

* Awarded the Health Prefect in Logic High School
* Represented my class for debate and quiz competition in secondaryschool and we do come out as one of the top 3

**POSITIONS OF RESPONSIBILITY**

* Volunteered to be a leader during the Human Resource Immersion Programme (HRIP)
* Participated in a Football match while in University and my team came out 3rd position
* Choosen as the Assistant Course Rep in JSS2-JSS3 and this also taught me how to maintain leadership role
* Appointed as the Financial secretary in school fellowship due to my record keeping skills.

**SKILLS & INTEREST**

***Skills***

**•** Ms Word **•** Ms Powerpoint **•** Flexibility **•** Leadership • Communication

**•** Team work **•** Active listening **•** Marketing • Proactivity **•** Interpersonal skill

**•** Ms Excel • Customer service

***Languages***: English (fluent), Yoruba (fluent)

**INTERESTS**

I enjoy Travelling, Networking, Singing, Reading, Dancing and Exercising