



SUMMARY

As a graduate of business Administration the knowledge derived from my field of study has helped in shaping my thoughts directed towards organizational growth and driven opportunities for me to acquire some relevant skills and experience in different areas of specializations, guiding me towards success driven improvement to be able to impact growth in any organization, community or organized structure I find myself, with learning and continuous development, hence been able to move at the pace needed to drive positive efforts where it's needed.

EDUCATION

University of Ilorin, Nigeria.
Bachelor's Degree in Business Administration
2016 - 2021

SKILLS

- Strong organizational and time-management skills
- Exceptional communication, people management and interpersonal skills
- Collaborative and team spirit driven
- Detail-oriented and able to handle multiple tasks simultaneously
- Knowledge in the use of microsoft and Google software packages (Excel, powerpoint, word, google sheets, Doc, workspaces, drive)

CERTIFICATIONS

- National Youth Service Corps
Credential ID: A 004726563 | Oct 19, 2022
- Society For Human Resource Management (SHRM).
Credential ID: HRO322.39 | March, 2022
- Project Management Institute (PMI)
Credential ID: PO322.48 | June, 2022

REFEREES

- Dr. Jerry uchenna Nwohu, office of the deputy speaker of the House of Representatives, national Assembly, Abuja. Contact: 08033084220
- Engineer Bennet Akujobi, complete design and associates. Contact: 08033291414
- Engr Rodoloh Najjar, Rodo construction, Ado Ekiti. Contact: 08033101066

PROFESSIONAL EXPERIENCE

Volunteer Human Resource Specialist

ISSAC WRITES COMPANY | OCT, 2023 - Present

- Developing and implementing Hr policies and procedures.
- Weekly Performance appraisal for tasks assigned to teams using Job reports formats and tracker sheets to checklist results.
- Forecast hiring needs and ensuring that all recruitment processes run smoothly

Freelance Recruitment Officer

HEC Recruit | AUG, 2023 - Present

- Developing strategic systems to determine staffing needs based off on clients request.
- Preparing Job analytics for Recruitment
- Developing key indicator criteria for selection for job openings posted using job platforms like indeed, linkedin.
- Global Recruitment, Jobs adverts, database analysis.

Human Resource Associate

Gate Resources LTD | FEB, 2023 - MAY, 2023

- Developing HR Strategic systems for better management/employee communication using Google workspace/Signal
- Prepared and distributed reports, presentations, and other materials related to staffing needs, complaints/resolutions.
- Handling all Recruitment, selection and induction processes
- Preparing payroll systems and handling all HRIS database
- Consistently aiding positive Manager/employee Relationship that improved performance by 30%

Human Resource Intern

Gao Tek Inc. | OCT, 2022 - JAN, 2023

- Assisted human resource in managing and coordinating schedules, meetings, and Recruitment plans for open roles.
- Conducted research and prepared reports on various topics related to the company's operations.
- Provided administrative support, including handling HRIS to track hired Interns/co-op candidates and their performance, prepared correspondence, prepared task reports using trackers sheets and BITRIX24.

Human Resource Intern

Mars Exploration PVT Ltd. | JULY, 2022 - SEP, 2023

- Assisted human resource in managing all Administrative functions including preparing reports on open roles, applications received, scheduled interviews/Number of hired candidates.
- Database Administration support, job adverts, communication and publicity.

Administrative Assistant

Federal Ministry of Industry Trade and Investment | 2021 -2022

- Intellectual property protection, registration of Trade Marks and certification.
- Appointed as a trainee coordinator for interns or I.T students, guiding them through the department functions and assisting them in ensuring a smooth learning process on the job.
- Giving periodic reports of applications filed for their specific purposes.