

EBAH RAPHAEL IKPE

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OBJECTIVE: To join organization of high integrity and good vision in order to have good career development and helping in actualization of goal and objectives of the organization while achieving the organizational set goals and target.

CORE SKILLS/COMPETENCIES:

- **Core Competencies:** Human Resources Management, Recruitment & Selection, Payroll Management, Administrative expert, Employability Management, Performance Management, Project Management, Strategic Planning, Public Speaking, Coaching, Conflict Management, Time Management, Research Management, and People Management.
- **Software Skills:** Advanced Microsoft Office (Word, Excel, PowerPoint) and Social Media Handling.
- **Research:** The task of searching for, and analysing of facts to the end that HR problems may be solved or principles governing their solutions derived. Experienced in conducting data gathering, survey and Technical Report Writing.
- **Team Leadership and Management:** Delegates responsibilities, motivates teams to achieve corporate goals. Clearly expresses ideas and business growth strategies whilst ensuring inclusive collaboration.
- **Interpersonal and Communication Skills:** Effortlessly connects with people to build personal and business relationships, and passes information in a socially sensitive manner. An empathetic, attentive listener, negotiator, decision maker, problem solver, verbal and non-verbal communicator.

WORK EXPERIENCES:

HR Manager

(October 2022 to date)

Fresh One Global Services (FMCG)

Responsibilities:

- Responsible for the day-to-day planning and execution of the high-level strategies of the HR department.
- Planning and ensuring the recruitment of staff is sufficient to the organizations' needs.
- Using the internal and external systems to advertise job vacancies as appropriate.
- Administering proper interview processes for prospective staff.
- Develop and oversee overall HR strategies, systems, tactics and procedures across the organization and ensure company's compliance with current regulations, accepted professional standards, policies etc.
- Liaise with all managers (foreign and local) by creating an effective system of communication to bridge communication gap between foreign and local employees
- Ensure strict adherence to company processes, procedure and policies
- Manage the execution of the HR strategy and core areas of the HR department including recruitment, employee relations, workforce Administration, employee engagement, reward, benefit and compensation etc.
- Drive employee performance by providing leadership, support and development to HR staff, in order to increase knowledge, share best practice and ensure that relevant professional standards are met.
- Conflict and grievance handling
- Organize relevant trainings and retraining for staff and examine budgets for prospective staff.
- Oversee and manage a performance appraisal system that drives high performance
- Work with line managers to track and analyse employee performance and be able to provide feedback and guidance to the employee.
- Manage and oversee payroll, promotions, and the distribution of bonuses, in coordination with team and department managers.

- Looking after the health, safety, and welfare of all employees and also bridging management and employee relations by addressing demands, grievances or other issues

Human Resource Generalist

(August 2021 to October 2022)

Extreme Comfort Services (Hotel and Restaurant)

Responsibilities:

- Administer compensation and benefit plans
- Talent acquisition and recruitment processes
- Conduct employee on boarding and organize training and development initiatives
- Provide support to employee in various HR related topics such as leave and compensation and resolve any issues that may arise
- Promote HR programs to create an efficient and conflict free work place
- Development and implementation of human resources policies
- Undertake task around performance management
- Gather and analyse data with useful HR metrics like time to hire and employee turn over
- Organize quarterly and annual employee performance reviews
- Maintain employee files and records in electronic and papers
- Enhance job satisfaction by resolving issues promptly, applying new perks and benefits and organizing team building activities
- Ensure compliance with labour regulation

HR/ Admin Manager.

(August 2019 to June 2021)

Lead way Associate (Educational Sector)

Responsibilities;

- Supervising the day-to-day operations of the administrative department and staff members.
- Hiring, training, and evaluating employees and taking corrective action when necessary.
- Developing, reviewing, and improving administrative systems, policies, and procedures.
- Ensuring the office is stocked with necessary supplies and that all equipment is working and properly maintained.
- Working with the accounting and management teams to set budgets, monitor spending, and process payroll and other expenses.
- Planning, scheduling, and promoting office events, including meetings, conferences, interviews, orientations, and training sessions.
- Collecting, organizing, and storing information using computers and filing systems.
- Overseeing special projects and tracking progress towards company goals.
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Human Resource Officer

(July 2018 to August 2019)

Dayshal Concept Outsource (SPAR NIG)

Responsibilities;

- Recruitment and selection of retail employees
- Managing employee relationship
- Training and development
- Job analysis and description
- Proposes policies and ideas that aim at reducing operational costs.
- compensation and benefits
- Create a detailed schedule based on strict deadlines
- Confirms that health and safety regulation are followed

EDUCATIONAL QUALIFICATIONS AND TRAINING WITH DATES:

2023	Creating a Diverse and inclusive work place	Alison Academy
2023	Performance Management	Udemy Academy
2023	Application of Technology in HRM	Udemy Academy
2022	Chartered institute of personal management	CIPM IN VIEW
20017	National Youth Service Corps	(DISCHARGE CERTIFICATE)
2014	University of Agriculture Makurdi Benue State.	(B.sc (ed) MATHEMATICS/STATISTICS)
2008	Ikeja High School Ikeja Lagos.	(SCHOOL CERTIFICATE)
2003	The Best Primary and Nursery School	(F. L. S.C)

BIO DATA:

Sex : Male
Date of Birth: August 16th 1990
Marital Status: Single
State of Origin: Benue State.
Language Spoken: English, Hausa, Yoruba & Igede

INTEREST:

Reading
Travelling
Sport

REFREES:

Mr. David Ebah Oduh
Chief Chef Citi Height luxury Hotel

Pastor Asa Ihieukumere(RCCG house of testimony)

08034891120.

08133114455.