

Olamide Adesina

Human Resources Generalist

Lagos, Nigeria

+2348034192465

midadesina@gmail.com

[LinkedIn: https://www.linkedin.com/in/olamide-adesina/](https://www.linkedin.com/in/olamide-adesina/)

[Mock HR Analytics Dashboard](#)

Dedicated Talent Acquisition Specialist with a proven track record in identifying, communicating, and recruiting top-tier candidates for corporate job openings. Highly skilled in collaborating with hiring managers, developing effective recruiting processes, and ensuring a smooth and compliant hiring experience. Known for keeping candidates informed and making a positive first impression.

Skills

HR Administration, Employee Onboarding, Technical Recruiter, HR Policies and Compliance, Performance Management, HR Metrics and Analytics, HRIS and Software, Employee Engagement, Training and Development

Experience

Indicina Technologies Limited / People Operations Associate/
Technical Recruiter

January 2022- September 2023, REMOTE

- Spearheaded the development and management of employee engagement programs, resulting in a notable 20% increase in overall employee engagement scores within one year.
- Collaborated closely with hiring managers to craft job descriptions for over 40 job openings, resulting in 85% increase in the clarity and attractiveness of job postings.
- Successfully posted job openings on 30 job boards and recruitment sources, expanding the candidate reach by 15% and generating an average of 30 qualified applicants per opening on average.
- Developed and implemented custom recruiting processes for job vacancies, reducing the time-to-fill roles by 50% while maintaining a 90% candidate acceptance rate.
- Conducted over 100 candidate assessments, including phone screens, assessment tools, and video interviews, resulting in a 70% increase in the quality of candidates moving forward in the hiring process.
- Maintained direct contact with candidates during the recruitment and hiring process, ensuring 85% reported high satisfaction with their candidate experience.
- Managed an average of 6 simultaneous job openings, maintaining a reduction in qualified candidates being overlooked or lost in the recruitment process.
- Upheld a professional and informative communication style,

leading to 60% of candidates reporting a positive first impression of the organization.

- Ensured full compliance with hiring laws and regulations, resulting in [X]% reduction in legal issues related to the recruitment process.
- Conducted stay interviews, surveys, focus groups, and feedback sessions to gather valuable insights from employees and implemented changes based on feedback, leading to a 15% increase in employee satisfaction.
- Developed and executed communication plans that increased employee awareness of company news and initiatives, fostering transparency and inclusiveness, and resulting in a 25% rise in employee satisfaction with communication efforts.
- Pioneered the planning and execution of various employee engagement initiatives, including team-building activities and social gatherings, leading to a substantial 70% increase in employee participation, fostering a cohesive and enthusiastic work environment.
- Implemented data driven training assessments and performance metrics to ensure effectiveness of training programs.
- Successfully sourced and recruited top-tier tech talent, including Software Engineers, Data Engineers, and Product Designers, resulting in cost savings of over 1 million Naira by eliminating recruitment agency fees while maintaining a high standard of candidate quality and performance.
- Collaborated with IT managers and hiring managers to access their recruitment needs and align them with organizational objectives and expectations.
- Managed and maintained a comprehensive recruitment pipeline to track each candidate's progress, including interview stages and assessment submissions, ensuring an efficient and well-organized recruitment process.
- Provided essential support to managers and supervisors in implementing performance management practices that contributed to a 20% increase in employee performance and productivity
- Successfully launched a Learning Management System platform and ensured a training completion rate of >85%
- Handled end-to-end recruitment processes, ensuring smooth and swift transactions from initial advert to job offer.
- Managed background checks, ensuring 100% compliance with company policies and legal requirements.
- Perform budget analysis to control expenditures and predict future budget needs.
- Launched company-wide HR strategies, practices and benefits and compensation policies to drive departmental and business objectives.

Finchglow Group / Human Capital Officer

October 2018 - March 2019, Lagos, Nigeria

- Coordinated training and handled logistics and administrative tasks.
- Planned, organised and managed recruitment and selection processes, consistently meeting budget targets and recruitment goals.
- Served as senior point of contact for Employee Relations matters.
- Automated payroll and HR reporting using HRIS
- Liaised with line management staff to accurately identify in-house training needs and deliver appropriate development programs.
- Managed performance appraisal systems and policies.
- Created professional templates for offer letters and employment contracts.
- Maintained and updated personnel records, ensuring employee information was accurately stored.
- Analyzed and modified compensation and benefits policies, establishing competitive programs to comply with legal requirements.
- Wrote employee manuals to cover company policies, disciplinary procedures, code of conduct and benefits information.
- Directed hiring and onboarding programs for new employees.
-

Nestle Nigeria PLC / HR General Support

July 2016 - December 2017, Lagos, Nigeria

- Maintained statutory compliance, ensuring all HR documentation was up to date, accurate and met HR audit requirements.
- Conducted Training Need Analysis for staff.
- Compilation and implementation of the yearly Training Plan.
- Documentation of individual staff training records in the database(>1,200).
- Maintained regulatory compliance by liaising with governmental training organizations (Industrial Training Fund of Nigeria)
- Managed employee lifecycle (recruitment, onboarding, payroll, welfare, off-boarding) for temporary employees
- Execute training assessment, evaluate, feedback and follow up actions on training participants.
- Managed end-to-end recruitment efforts (Job vacancy, application review, interviews and feedback, candidates offer and acceptance
- Monitored compliance to standards specific to learning and

development as prescribed in quality schemes such as ISO 9001, FSSC 22000, ISO 14001 and OHSAS 18001.

- Monitored working compliance on KRONOS by ensuring the working hour rules (12 hours a day, 60 hours a week 6+1 and password sharing) were strictly adhered to.
- Managed employees database on HRIS including leave requests and loans
- Managed third party attendance and salary schedule.
- Ensured the organization's goals regarding Corporate Social Responsibility (CSR) were duly handled through coordination of Industrial Visits from schools, groups and national bodies.

Education

Babcock University

Bsc Political Science (Second Class Upper)

Certifications

Associate Member, Chartered Institute of Personnel Management of Nigeria (CIPM)

Tech Recruitment Certified Professional awarded by Dev Skiller

Strategic HR Analytics and Performance Management, Dataleum

Six Sigma White Belt awarded by Aveta Business Institute Training