

ADENUGA COMFORT

Address: No 126 Oniwaya Road, Dopemu Lagos

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CAREER SUMMARY

Efficient and diligent administrative office professional with experience in management. Capable leader with excellent skills in delegating responsibilities to others and supervising and evaluating for effective task completion. Enthusiasm for delivering excellent service to customers and other visitors in the office setting. Commitment to upholding company policies and procedures when working with staff members and motivating team. Strong organizational skills and excellent attention to detail when dealing with paperwork.

PERSONAL DATA

Gender:	Female	Marital Status:	Single
Nationality:	Nigerian	Health Status:	Very Good
State of Origin:	Ogun	Local Government Area:	Ijebu-Igbo North

CODE OF COMPETENCE

Organizing	Accountability	Communication	Punctuality	Integrity
Active learning skill	Critical thinking	Teamwork	Leadership	Motivation

WORK EXPERIENCE

ITS SECURITY LIMITED

HR Manager

2022-till date

- Prepared the company organogram.
- Prepared the employee manual for the company and well as company culture.
- Designed employee report template , prepared the employee Bio data form, leave form and issued query where necessary.
- Resolution of conflicts, queries and grievances from any employees involved.
- Organized training for employee and KPI to review staff performance.
- Conducted Orientation for new employees
- Communicating with staff about issues affecting their performance, also ensuring accurate record-keeping of employee information in electronic and digital format.
- Personnel management, social welfare and maintenance of records that relate to compensation, health and pension
- Working with recruitment agencies to source for candidates for specific job positions, conducting interviews and designed employee employment letter for all positions at regular in consultation with the Management .
- Monitoring and ensuring employees' punctuality and commitment to work
- Prepared company annual budget.

KAY GLOBAL LIMITED (Oil and Gas Investment Company)

HR/Admin Supervisor

2021 - 2022

- Prepared staff salary payroll/ pay slip for staff.
- Provided periodic, constructive and timely performance evaluations
- Negotiate salaries, contracts, working conditions of staffs
- Conducted recruitment and process, screening and shortlisting applicants
- Approved job descriptions and person specification
- Organizing employee training sessions and activities perform professional human resources services such as performance reviews and employee engagement
- Maintained a good employer-employee relationship
- Processed and updated office policies as needed to ensure that company calendar and schedule appointments are met promptly in other to enhance the company growth in all aspect.
- Report directly to the CEO and represent company in vital official meetings

- Provided adequate follow up HMO for all staff.
- Prepared service contract deal

WUMZY MULTICONCEPT BUSINESS LIMITED

Human Resource Officer /Admin Officer

May 2021 – Dec 2021

- Provided regular reports on expenses and office budgets, maintained and updated company databases.
- Organized a filing system for important and confidential company documents.
- Administered staff welfare and discipline
- Followed up on all staff Attendance to ensure punctuality
- Provided adequate update on all office property
- Recruitment and induction of new staff
- Approved job descriptions and advertisements.

SAMFASH PRINTING AND INVESTMENT COMPANY, ABUJA

Human Resource Officer

Nov 2020 –April 2021

- Prepared all staff record and employment letter
- Schedule staff meeting and with CEO and monthly assessment
- Looked after the health, safety and welfare of all employees.
- Organized staff training sessions and activities.
- Adequate documentation financial income for the month as well as office property
- Designing of office programs
- Printing document and paper works
- Ensured the prompt payment of staff salary

NATIONAL YOUTH SERVICE CORPS (NYSC)

2019 –2020

Federal Science & Technical College, Orozo Abuja.

Subject Teacher (History)

- Assisted in the imputation of student result on the school portal.
- Coordinating meeting and sending of reports during the service year.
- Organizing different outreach and helping the community.
- Took minutes of meeting during our community youth service meeting.
- Worked as a teacher of history and thought over 150 students.

EDUCATIONAL BACKGROUND

Ekiti State University, Ado-Ekiti, Ekiti State

2014 – 2018

B.A. History and International Studies (Second Class Upper)

Betty Queen International School, Kaduna State

2004 – 2010

Senior Secondary Certificate Examinations

CERTIFICATIONS AND TRAININGS

Chartered Institute of Personnel Management (in view)

2022

Formazione Business school Nigeria

2020

Certified Customer Service Relationship Management Professional

Certified Project Management Professional

Certified Human Resources Management Professional

LEAP Africa

2020

Certified Leadership and Entrepreneurship

Nextgen Computer Technology

2012

ICT Training

VOLUNTARY

Government Of Twelve (g12) Ado Ekiti State**2017-2019**

I was the President of Government of Twelve international in which is a non-governmental body that centers on helping and impacting the young generation in the area of building a better world with love through charity. I organized free medical mission and administration free drugs, Empowerment on various skills for the growth of youths, Career talk on school within the location to impact teenagers on campus.

General Secretary CDS Group FCT Abuja**2019 – 2020****PERSONAL SKILLS AND COMPETENCES**

Highly capable communicator when discussing issues with staff members or delivering correspondence to individuals in writing as well as talented in dealing with multiple assignments at once & an ability to meet deadlines & complete accurate work at all times. In depth knowledge of administrative skills and takes a professional approach as well as ability to work well with a range of people both within and outside of the organization.

Good command in Photoshop, Corel Draw, Microsoft Office Suite (Word, Excel, PowerPoint) with ability to become familiar with firm-specific programs and software. Proven record of results when working as a supervisor for a team of staff members, resulting in better productivity and improved morale as well as exceptional ability to deliver outstanding customer service and diffuse customer complaints or problems.

REFEREES**Available upon Request**