
LAWAL THOIRAT

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SUMMARY

Results-oriented Recruiter with 1 year of experience in providing exceptional talent acquisition services for diverse industries. Proficient in using innovative sourcing techniques, building strong candidate relationships, and efficiently filling open positions. Demonstrated ability to excel in fast-paced environments and communicate effectively with both clients and candidates, Committed to delivering high quality talent for organizational success.

Skills

- Boolean Search
- Lead Generation
- ATS software
- Exposure to benefit and employee onboarding
- Recruiting life cycle
- Ms Office (Word, excel and PowerPoint)
- Time management
- Strong communication skills
- Quick understanding of key responsibility area of each job position
- Business Development

Experience

ApexTalents / Recruitment Consultant

April 2023 - PRESENT, LAGOS, NIGERIA.

- Discovered candidates using LinkedIn Recruiter for technical and non technical roles.
- Increase hiring in niche areas through networking and recruitment activities.
- Lead the full recruitment life-cycle, from sourcing strategies, talent recruitment and acquisition to interview preparations, offer negotiation, and on-boarding.
- Play the Lead Generator role by sourcing for companies and their key decision makers.

Jumia Nigeria / Customer Service Representative

October 2022 - December 2022, Lagos.

- Explain product features and prices, answer questions, and address customer concerns.
- Answer inbound telesales calls from customers and initiate outbound telesales calls to persuasively discuss offerings.

- Complete required paperwork, logs, and other documentations to accurately track sales and delivery metrics.

Virtual Assistant To Ph.D. Graduate Student

- Researched the legal structure and composition of task forces/mobile courts and the mechanism for operation
- Created spreadsheets on the list of curfews imposed over the past 30 years in Nigeria

Personal Assistant To The Director, 2021 - March 2022 Kings Child Academy – Bauchi, Nigeria

- Maintained an efficient flow of information between all levels of staff, managing different stakeholders for organizational efficiency.
- Maximized productivity rates by proactively providing feedback on operational concerns and product issues.
- Recorded, updated and restocked office inventory, decreasing supply delays by 80%.
- Developed and maintained an updated database of staff; assisted in document management

Operation Officer February 2018 - February 2019 Akeem Lawal Enterprise – Lagos, Nigeria

- Oversaw business operations working with team members to meet daily goals; managed relationship with vendors to improve product supply promptly and keep up to date inventory.
- Increased customer retention rate by 35% through effective engagement with customers
- Get feedbacks from customers to help improve services rendered to them
- Perform routine verification of prices on various products in stock fortnightly

Education

Lagos State University / MSc (in view)

June 2022 - Present , Lagos, Nigeria

Masters In Human Resource And Industrial Relations.

Lagos state university / Bsc

December 2015- December 2019, Lagos, Nigeria

Bsc Political Science

Extracurricular Activity

- Graduate member | Chartered Institute of Human Resources Management