

OSHIN AYOMIDE DAISY, ACIPM  
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## PROFESSIONAL SUMMARY

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A highly motivated employee engagement enthusiast that seeks to make a positive contribution by adding value to the success of an organization that recognizes and encourages individual contributions and performance. Persistent, confident, and striving for growth.

## FUNCTIONAL COMPETENCIES

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- Business Management
- Strong use of Talent Sourcing tools e.g., Boolean Search.
- Organizational & Analytical Skills
- Project Management
- Strong interpersonal skills, with an ability to build relationships and partnerships at all levels of the company.

## EMPLOYMENT HISTORY

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**HR Operations Specialist**  
**Appzone Group**

**(July 2022 - Present)**

### Responsibilities

- Responsible for overseeing all aspects of human resources administration, from hiring and onboarding to background checks and confirmation management to departure planning and employee engagement.
- Manages emails sent to the entire employees from the People team
- Coordination of the quarterly Performance Management process, which includes appraisals and reporting.
- Oversee the HR Helpdesk function and make sure that the HR tech platform (Zoho) has the most recent documentation of personnel records.
- Design and deploy Employee Wellness programs and activities and acts as liaison with HMOs and Health Care providers for all health and wellness administration
- Drive and facilitate employee engagement activities, culture programs, and initiatives to support growth strategies and employee engagement.

**Recruitment Coordinator**  
**Appzone group**

**(August 2021 – June 2022)**

**Responsibilities**

- Engaging and scheduling interviews of prospect hire in all the stages of the recruitment process across departments.
- Work with the talent acquisition team to source the required candidates by using databases, referrals, and social media.
- Use recruiting tools like Criteria and Hackerrank to assess candidates' skills.
- Liaise with the hiring team on the strategic recruitment pipeline and time-sensitive innovations.

**- Achievements**

- Entirely responsible for the sourcing and screening procedure of 30+ interns in the learning academy per cohort.
- Oversaw the onboarding and transition phase from graduate interns to full-time staff

**Administrative Task**

- Partnered with the administration team to sort and complete end-of-month sheets and reports.
- Partnered with the logistics department to record and dispatch tokens for external clients.

**Customer Service Intern**  
**Polaris Bank Ltd**

**(September 2018 – February 2019)**

- Presented a professional and friendly first impression of the bank's visitors and customers even during moments of intense customer displeasure.
- Administered support to customers' range of company products, resolving issues at a 60% rate daily
- Devised and implemented a new filing and indexing system for files, resulting in greater ease of access and a more time-efficient process.
- Resolved 20+ customer complaints daily, with duties including signing up new customers for internet banking, answering incoming calls, and printing necessary documents.
- Made formal reports on ATM cards issued and checkbooks on excel sheets for profit analysis and attention to overlooked mistakes.

## Education

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- **Olabisi Onabanjo University** 2019  
B.sc in Industrial and Labour Relations  
(4.08 CGPA)
- **Misam College, Ipaja** 2015

## Certificates, Professional Qualifications, and Affiliations

Chartered Institute of Personnel Management of Nigeria (CIPM)	2022
Devskiller Tech Recruitment Training	2022