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SUMMARY

A dependable, organized business team builder with the ability to communicate effectively and efficiently. Skilled at building relationships with employees across all levels of an organization. Proficient with HRIS, Applicant tracking and Staff management. A HR Specialist and Business Investment Associate

EXPERIENCE

Investment Associate

Lidya Finance

April 2018 — Present, Victoria Island, Lagos

- Supervising the Investment teams and securing partnerships to help build a healthy loan pipeline having a call log filled daily.
- Negotiating an improved compensation and welfare package for the analysts. This motivated rapid pipeline growth of value of active disbursements, from 20 thousand dollars to over 100 thousand dollars in a space of 5 months.

Customer Service Manager

Sterling Bank Nigeria Plc

April 2017 — December 2017, Coker, Lagos

- Providing Operational support to staff including guiding them on the Bank's policies and procedures on operational matters, direct personnel, training, and labor relations activities. This saved the branch from losses in tunes of almost 4,000 dollars in 5 months.

HR Manager

Pinewood Medicare

April 2016 — March 2017, Lekki Phase 1, Lagos

- Monitoring of all HR strategies, systems and procedures across the organization and nurturing a positive working environment by inventing team games to boost interaction.
- Built from the scratch, a performance appraisal system that forced overall performance from 55% to 75% after 3 months.
- Report to management and provide decision support through HR metrics and ensuring legal compliance throughout human resource management and company and large.

HR Officer

Sterling Assurance Nigeria Limited

June 2015 — March 2016, Palmgroove, Lagos

- Supporting the HR Manager in the development and implementation of HR initiatives and systems by handling over 25 applications daily using the Applicant Tracking System to appraise the Resume received.
- Maintaining of employee records (attendance, EEO data etc.) according to company policy and legal requirements by updating the scanning the attendance records daily.

HR Officer

God's grace Clinic and specialist Center

March 2012 — May 2015, Agbor, Delta state

- Leading, managing and developing the Human Resource department within the Hospital and reviewing up to date HR policies and procedures by overseeing the implementation of and compliance with all such policies every 30 days.
- Ensuring that staff grievance and disciplinary matters are dealt with in accordance with the hospital's personnel policies and guidelines which reduced staff turnover and unrest by over 45% in the 1st 7 months.
- Networking with HR Managers from other hospitals, this helped to understand the service implications for the hospital and reduce default possibilities by over 75% in 16 months.

HR Analyst

Oando Nigeria Plc

June 2010 — February 2012, Abraka, Delta state

- Gathering benchmark data about 450 employee positions, compensation and benefits. Mapping out salary ranges for all positions 1 week before salary due date, making payments come on time than the previous 3 days delays.
- Calculating retention, turnover and internal mobility rate every 3 months and reporting on key recruiting metrics like time to fill and hiring costs. This help the HR team surpass our Key Performance Indicator (KPI) by having of 12% in turnover and 81% in retention strength after my 3rd month in charge.

PROJECTS

HR intern and Volunteer

Central Hospital Warri • September 2009

- Helping with the computing of over 300 staff's attendance and with the payslip dispatch on the 27th of every month.
- Working with the Morbid section of the hospital and handled the creating a statistical record which outlined the relationship among over 80 male, female and adolescent morbid cases.
- Acting as the P.A to the chief pathologist of the hospital and scheduling his appointments.

EDUCATION

Masters Degree in Peoples communications and Human Resources Management

Minor in Customer Services Management · University of Pretoria · Pretoria, South Africa · 2018

Bachelors Degree in Human Anatomy

Minor in Cell biology · Delta State University · Abraka, Delta state · October 2013 · 3.42

COURSEWORK

Fundamentals of Human Resources

Alison · Payroll management, Budgeting and Finance skills

- Developing, training programs and assisting in performance management and evaluation.

SKILLS

Active Listening and Outstanding techniques of communicating, Business Intelligence skills, Multi-tasking skills, Budgeting and Finance, Emphatic skills, Payroll management, Microsoft office suites.