

## **NWABUEZE, Chukwuemeka Goodluck**

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### **OBJECTIVES**

Career growth and advancement in the Human Resources profession.

### **PROFESSIONAL EXPERIENCE**

**May, 2019 - Date**

#### **HUMAN RESOURCES OFFICER**

##### **G4S Nigeria**

G4S is the leading global integrated security company specializing in provision of security products, services and solutions. With an operational presence in over 120 countries (36 in Africa), G4S is the largest employer quoted on the London Stock Exchange.

##### **Responsibilities**

- Building of pipelines for critical identified roles
- Pre-screening of applicants in line with relevant role requirements
- Conducting panel interviews with line management
- Facilitating screening and vetting processes and procedure
- Compile reports on statistics and trends for Management
- Effectively presides over disciplinary hearings within the region and ensure that all matters are dealt with consistently and that the guidelines as set out in the Main Collective Agreement as well as the company disciplinary procedure is applied
- Ensuring that line management is kept informed of changes to the interpretation and application of disciplinary procedures.

**Dec., 2018 – May, 2019**

#### **HUMAN RESOURCES/ADMIN. OFFICER**

##### **AIM GROUP( General Foods and Sweets Manufacturing Limited), Lagos.**

##### Responsibilities

- Payroll Administration
- Forming and Maintaining employee records
- Communicating with external partners
- Recruitment, and onboarding of new employees
- Being the first point of contact for employees on any HR related queries

**April 2016 – June, 2018**

#### **HUMAN RESOURCES/ADMIN. OFFICER**

##### **Anodatoch Plus, Lagos State.**

##### Responsibilities

- General office administration such as record keeping, purchase of raw materials, documentation of sales invoice, health and safety management, Stock keeping
- Back to back recruitment of factory staffs and drivers
- Compensation and Benefit Management.

## PROFESSIONAL CERTIFICATIONS

2020	<b>ASSOCIATE</b> Chartered Institute of Personnel Management of Nigeria (ACIPM)-Qualified
2017	<b>MASTER PROJECT MANAGER (MPM)</b> International Project Management Academy(IPMA).
2015	<b>HSE 1&amp;2</b> Health Safety and Environment

## EDUCATIONAL QUALIFICATIONS

2008-2013	<b>B.Agric( Agricultural Economics)</b> Obafemi Awolowo University, Nigeria.
2020	<b>Diploma in Human Resources</b> Alison(Online)

## INFORMATION TECHNOLOGY(IT) SKILLS:

- ERP (ORION, SAGE VIP)
- MS Office( Mail Merge – for rolling out multiple letters at once, Excel, Power point, Word).
- Google Suit( Google form – for recruitment purposes , Google sheets, Google Doc )
- Graphic Design tool – Photoshop( For advert placement designs)

## AWARDS/ACHIEVEMENTS

### ▪ Scholarship Awards

-MTN Foundation Academic Scholarship Award (2009,2010,2011,2012)

### ▪ Facilitator and Coordinator

- The Heirs Basic, Intermediate & Advanced Level Excel Training, Lagos. ( 2019 -date )

- Skills development workshop (CV's and Interview) for batch C, 2015 National Youth Corps Members(NYSC), Ogoja Zone, Cross River State

## INTERESTS

- Teaching
- Counseling

**REFERENCES:** Available on request.