

# NKECHINYELU CAROLYN OKONKWO, PHRi

## CAREER OBJECTIVE

A Human Resource Professional with 2+ years of experience in Human Resources strategy, business analysis and transformation. Looking to build a strong career in Human Resource Management in a reputed organization that fosters growth and excellence, gain further knowledge and skills, and to utilize these skills in meeting organizational goals.

## EXPERIENCE

### Human Resources Business Partner

*AXA Mansard Insurance Plc, NG / Jan. 2020 – Present*

- ❖ Work with HR Team and management to conduct organization workforce planning, succession planning and business unit restructuring.
- ❖ Review and advise on Compensation structure for retail sales force.
- ❖ Development and execution of recruitment strategy for retail distribution sales force.
- ❖ Work with Retail Training Academy to identify training needs, develop training curriculum and determine pre/post training measures.
- ❖ Assess and anticipate human resources-related needs for Retail Division such as recruitment and competency requirements.
- ❖ Advise Business Heads on team performance management via a data-driven approach and propose strategic initiatives to boost employee performance; work proactively to identify and manage under-performance; coordinate annual appraisal of Sales Advisors.

### Business Transformation Analyst & Management Trainee

*AXA Mansard Insurance Plc, NG / Dec. 2017 – Dec. 2019*

- ❖ Increased revenue by revamping retail operations via the establishment of a new retail sales agency and transformation of agency recruitment process.
- ❖ Workforce Planning (developing structure, creating new roles and job descriptions, recruitment and selection) for Retail Division.
- ❖ Implemented recruitment seminars and workshops to ensure agency manpower growth by 50% in 3 months.
- ❖ Developed organization-wide strategic plan.
- ❖ Make suggestions on business improvement to senior management using analytics to support recommendations and actively participate in the implementation of approved changes.
- ❖ Financial analyses and modelling for business improvement projects.
- ❖ Development of Education Plan Term-life insurance product.

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🌐 [linkedin.com/in/carolynokonkwo](https://www.linkedin.com/in/carolynokonkwo)

## EDUCATION

### Chemical Engineering (B.Eng)

Landmark University,  
Omu-Aran, Kwara State

2011 - 2015

### West African Senior School Certificate Examination

Faith Academy,  
Ota, Ogun State

2003 - 2009

## SKILLS

- ❖ Research & Critical Thinking
- ❖ Adaptability
- ❖ Collaboration
- ❖ Computer skills: Proficiency with Microsoft Office Professional
- ❖ Good interpersonal communication
- ❖ Time Management & Organization
- ❖ Attention to detail
- ❖ Handling Pressure

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## EXPERIENCE

### Process Engineering Graduate Intern

*WorleyParsons/DeltaAfrik Engineering Ltd, NG / Feb. 2016 – Dec. 2016*

- ❖ Performed line-sizing calculations for projects involving oil and gas production.
- ❖ Reviewed process piping and instrumentation diagrams.
- ❖ Prepared process engineering flow diagrams with the use of Computer Aided Design software (Smart Plant P&ID, AutoCAD).
- ❖ Conducted major equipment and vessel design.
- ❖ Participated in Hazard and Operability meetings to incorporate safety measures in plant design.

### Subsea Surveillance Undergraduate Intern

*Shell Nigeria Exploration & Production Company, NG / Aug. 2013 – Jan. 2014*

- ❖ Designed offshore platform layout for turn-around maintenance scheme.
- ❖ Researched reservoir characterization methods and field development strategies for proposed fields.
- ❖ Conducted appraisals of field development options for proposed oil and gas fields.
- ❖ Reviewed piping and instrumentation diagrams, and piping lines lists.
- ❖ Updated tracking sheets for major operations/procedures being executed by the surveillance team.
- ❖ Prepared meeting schedules and agenda for monthly surveillance team meetings.
- ❖ Took minutes of daily debriefing sessions on assets to be forwarded to surveillance team members.
- ❖ Participated in team building activities and brainstorming sessions to boost teamwork and promote safety awareness in the work place.
- ❖ Performed digitizing and filing of documents.

## TRAININGS & LEADERSHIP POSITIONS HELD

- ❖ Training on Nigerian Labor Laws (Hybrid Consult, 2020)
- ❖ Becoming an HR Business Partner (LinkedIn Learning, 2020)
- ❖ Professional in Human Resources International, PHRI (2019)
- ❖ Training on Leadership & Emotional Intelligence (Phillips Consulting, 2019)
- ❖ Financial Modelling (Lattice Consulting, 2018)
- ❖ Microsoft Certified Professional in the use of MS Project (2015)
- ❖ Landmark University Chemical Engineering Departmental representative & Assistant Editor of School Magazine (2011-2015)

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## INTERESTS

- ❖ Travelling
- ❖ Reading