

## **ALABEDE OLUWASEUN**

No 2, Thomas Street, Off Addo Road, Ajah, Lagos.

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### **PROFESSIONAL PROFILE**

A Human Resource Practitioner who is highly resourceful, innovative and enthusiastic to a considerable amount of knowledge regarding administrative and office procedures. Passionate about people, performance and processes with the aim of adding value and achieving the set corporate objectives. A quick learner who can absorb new ideas and experienced in coordinating, planning and organizing a wide range of administrative activities. Well organized and an excellent team player with a proven ability to work proactively in a busy office environment.

### **CORE COMPETENCE**

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- Succession Planning
- Staffing & Recruitment
- Talent Acquisition
- Compensation & Benefits
- Conflict Management
- Employee Value Proposition (EVP)
- Performance Management
- Payroll Administration
- Employee Relations
- Excel Expert

### **CAREER SUMMARY**

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- ❖ Six (6) years hands-on experience in performance management, compensation & benefits, payroll administration etc.

### **PROFESSIONAL AFFILIATIONS**

- ❖ Associate Member of Chartered Institute of Personnel Management (**ACIPM**)
- ❖ Senior Professional in Human Resources - International (**SPHRI**) - In View
- ❖ Licensed Human Resource Professional (HRPL)
- ❖ Professional Diploma in Human Resource Management

### **PROFESSIONAL TRAININGS ATTENDED**

- ❖ Labor & Employment Law at Ash Xander
- ❖ Advanced Human Resources Management Training at Regenesys Business School
- ❖ Achieving Performance Excellence at Ashford Consulting Limited
- ❖ Essentials Skills for HR Administrators at CIPM
- ❖ Change Management Training
- ❖ Daystar Leadership Academy

## EXPERIENCE

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### **Human Resources Manager (Contract)**

September 2020 – December 2020

Landwey Investment

#### **Key Responsibilities:**

- ❖ Design a robust performance management system
- ❖ Develop, Implement and drive the HR policies and processes
- ❖ Champion the shaping and sustaining of a diverse and inclusive workplace
- ❖ Ensure compliance with all federal, state, and local employment laws and regulations
- ❖ Develop initiatives to drive employee engagement
- ❖ Responsible for implementing & executing HR Strategies

### **Senior Human Resources Generalist**

June 2019 – April 2020

Lekoil Limited (Oil & Gas)

#### **Key Responsibilities:**

##### ❖ **Talent management & Acquisition:**

- Manage the coordination of all recruitment and placement strategy.
- Identify future talent needs and build talent pools
- Manage recruitment and selection processes
- Develop recruitment strategies
- Create monthly reports on key talents acquisition metrics

##### ❖ **Compensation & Benefits:**

- Develop and prepare salaries alongside the monthly report with payroll
- Ensure prompt remittances of pension, paye, group life insurance, NHF & NSITF deductions for Nigeria
- Manage employee's entitlement, compensation and benefits in line with the company policy.
- Conduct annual compensation survey against the company's peers for benchmarking purposes
- Developed annual HR budget

##### ❖ **Learning & Growth:**

- Conduct training needs analysis to ensure employees and organisational developmental goals
- Develop training plan and individual developmental needs
- Develop job training programs and professional development programs for employees
- Deploy different kinds of learning methods companywide, such as coaching, jobshadowing, online training and so on.
- Conduct pre-evaluation and post evaluation analysis on the training.
- Ensure all training materials are available
- Ensure the organization get ROI from ITF
- Develop a training plan based on the skills gap identified from the appraisal

❖ **HR Admin & Strategy:**

- Developed HR strategy and projects (Job evaluation, reward design, competency matrix) to improve productivity and effectiveness
- Develop HR Dashboard for Monthly Performance Review using data and analysis
- Administered HR plans and procedures for all personnel in and outside Nigeria
- Maintain and Update staff files, job descriptions, company organogram, policies and processes.
- Conduct performance appraisal bi-annually
- Oversee the administration and management of vehicles, facility, etc
- Analyze performance appraisal and develop a training plan.

**Key Achievements:**

- ❖ Developed and implemented a successful Employee engagement.
- ❖ Developed a compensation survey within the industry for benchmarking

**Human Resources Coordinator (Contract)**

March 2018 – May 2019

Vandrezzer Energy Services Limited (Oil Servicing)

**Key Responsibilities:**

- ❖ Assist in developing Standard Operating Procedures for the HR Department
- ❖ Develop effective set of policies in relation to the oil & gas industry
- ❖ Managed and administer HMO services to all staff members
- ❖ Prepare payroll for all staff members and deduct all statutory deductions.
- ❖ Oversees Leave management and leave data analysis
- ❖ Assist with annual manpower planning exercise and other ad-hoc manning exercises
- ❖ Overseeing recruiting and on-boarding/Induction process, which includes coordinating job posts, reviewing resumes, performing reference checks, inductions, notifications, etc.
- ❖ Analyzing training needs in conjunction with functional managers
- ❖ Monthly preparation and physical submission of Expatriate quota to Nigeria Immigration office, Lagos
- ❖ Ensure adequate landing support for expatriates and secondees
- ❖ Provide input towards performance management policy, processes and procedures
- ❖ Communicate, interpret and offer regular guidance to line on HR policies and processes
- ❖ Participate in the development and periodic review of key personnel policies
- ❖ Work closely with Head HR on manpower planning and employee cost budgeting processes.
- ❖ Provide current and prospective employees with information about company policies, job specification, working conditions, wages, career paths, opportunities and benefits.
- ❖ Serve as a link between management and employees by handling questions, interpreting and administering contracts and helping resolve work related issues
- ❖ Maintain records and compile statistical reports concerning personal related data such as hires, transfers, performance appraisal, etc. and prepare personnel forecast to project employee needs.

- ❖ Assist in carrying out an audit process for all staff members.
- ❖ Assist the Head HR is attending to disciplinary measures.

### **Key Achievements:**

- ❖ Design and developed policies, processes and procedures for the Human Resources Department.
- ❖ Introduced and Engaged HMO services to the company
- ❖ Initiated an engagement programme to foster team bonding and cordial relationship within the organization.
- ❖ Introduced an effective Performance metrics (Balanced Scorecard)

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### **Human Resources Advisor**

May. 2014 – February 2018

e.Stream Networks Limited (ISP Industry)

### **Key Responsibilities:**

- ❖ Develop and Implement HR strategies and initiatives aligned with the overall business strategy
- ❖ Implement human resources strategies by establishing department accountabilities, including talent acquisition, staffing, employment processing, compensation, health and welfare benefits, training and development, records management, safety and health, succession planning, employee relations and retention, and labor relations.
- ❖ Support management by providing human resources advice, counsel, and decisions; analyzing information and applications.
- ❖ Advise management on planning to ensure proper forecasting of staff needs and succession planning.
- ❖ Continually provide innovative ways to develop a workforce that would project the image of the Company anywhere they find themselves
- ❖ Identify Training Needs through competency assessments, performance appraisal and consultation with line managers.
- ❖ Handling the whole Recruitment life-cycle for prospective candidates, right from Sourcing, HR Screening, HR interviews, Scheduling interviews at various stages, Offer-making and Offer Negotiation till the On-Boarding stage
- ❖ Drive employee engagement and employee communications across organization
- ❖ Coordinating the recruitment process for all cadres of staff (permanent and temporary) by applying standard recruiting and hiring practices and procedures in order to develop and maintain a superior workforce.
- ❖ Developing and implementing of company's compensation and benefit plan.
- ❖ Supervised the preparation of monthly payroll for permanent and contract staff (benefits, leave allowances, 13th month, salary proration, executive allowances, taxes, pensions, loans deductions etc.
- ❖ Coordinate performance appraisal and inform unit heads, send form to staff and set date for review.
- ❖ Coordinate HR matters such as, leave and health policies, working conditions, performance appraisal, grievance procedure and discipline, internal communications and promotion procedures

- ❖ Ensure legal compliance by monitoring and implementing applicable human resource Federal & State requirements
- ❖ Maintain records and compile statistical reports concerning personnel-related data such as hires, transfers, performance appraisals and absenteeism rates
- ❖ Ensure all staff matters, memos, queries, communications to and responses from staff are filed in staff files.
- ❖ Ensure proper confidentiality and security of all HR documents.
- ❖ Oversee the maintenance and periodic servicing of office Assets and company vehicles.
- ❖ Counsels, orientate, and trains managers and supervisors on the interpretation and administration of Human Resources policies. Developing and implementing policies.
- ❖ Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures
- ❖ Arranging travel, visas and accommodation for Managers and Directors and occasionally travel with the managers to provide administrative assistance during meetings and presentations.
- ❖ Developing of competency matrix, Organizational organogram, Job Descriptions and KPI's

### **Key Achievements:**

- ❖ Facilitated and successfully implemented a cost-effective training and development for the organization.
- ❖ Redesigned the company's organogram and policies to align with the company's strategic goals and objectives.
- ❖ Responsible for the recruitment of over 60% of staff strength.
- ❖ Organized company -wide event for over 100 employees to celebrating our anniversary

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### **Human Resource Officer**

Jan 2013– April. 2014

Bradfield Consulting Limited (Consulting Firm)

### **Key Responsibilities:**

- ❖ Monitor daily attendance and supervise training program
- ❖ Prepare, and implement procedures and on staff recruitment
- ❖ Assisted in managing all aspects of the Human Resource Department.
- ❖ Directed new employee orientation package and provided all company benefit information.
- ❖ Sort and distribute mail to applicants and clients
- ❖ Conducting research on behalf of the Manager.
- ❖ Help employee resolve work related issues, handle staff dispute and resolve conflict.

### **Key Achievements:**

- ❖ Built and maintained a pool of candidates

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**Human Resource Officer (NYSC)**

Nov 2010 – Oct. 2011

Seven-Up Bottling Company, Ijora, Lagos

**Key Responsibilities:**

- ❖ Maintain the existing employees and take the feedback from them.
- ❖ Assist the accounts department for making the salaries of employees.
- ❖ Organize the transitional provisions of employee compensation, pay and benefits.
- ❖ Managing and maintaining personnel files and other employee information
- ❖ Analyze, package and present customers' loan and overdraft facility requests for approvals.

**EDUCATION**

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**Master's in industrial and Labour Relations (MILR) - In View**

University of Lagos

**HIGHER  
INSTITUTION:****Bowen University Iwo, Osun State**B. Sc (Hons) Business Administration  
[ 2006- 2010]**SECONDARY  
SCHOOL:****Caleb International College**West African School Certificate (WAEC)  
[2000-2006]**PRIMARY  
SCHOOL:****Mictec International School**

First School Leaving Certificate

**HONOURS AND AWARDS**

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- ❖ Personality of the year 2015 at e. Stream networks Limited.
- ❖ Recognition award for exceptional contribution to team performance at e.stream networks limited in 2015.
- ❖ Commendation award for a successful implementing of employee engagement at Lekoil Limited in 2019.

**BIO DATA**

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Sex: Male  
Nationality: Nigerian  
Date of Birth: 26<sup>th</sup> September, 1989