

Jesse Osagie

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HR Business Partner

Self-motivated certified professional with 5 years' experience in a diverse range of human resource functions. My areas of expertise include **HR Metrics and Analytics, Learning and Development, Employee Advisory, Business Partnering,** and **Talent Acquisition**. I am very flexible with great time management and communication skills.

Professional Experience

Fidelity Bank Plc.

Jan 2021 - present

HR Business Partner

Job Summary: An effective interphase between Human Resources and the Business by providing HR advisory services and effective front-line delivery of HR initiatives and services to assigned business areas timely and efficiently.

Duties and Responsibilities:

- ❖ Providing advice and counsel to business heads and employees to ensure consistency in the implementation of HR Policies, processes, and procedures.
- ❖ Preparing monthly payroll, benefits, allowances, and other compensation lines for employees in coverage area.
- ❖ Analyzing manning gaps, developing, and implementing an effective sourcing strategy to fill identified vacancies within agreed TAT.
- ❖ Analyzing skill gaps and developing and implementing a training plan through the Learning Management System
- ❖ Providing inputs in the creation of Key Performance Indicators (KPIs) for effective performance monitoring, monitoring employee achievement on periodic basis and liaising with line managers to successfully complete the appraisal exercise.
- ❖ Analyzing HR metrics and data, and preparing visualizations, presentations and reports for management decision making.
- ❖ Ensuring prompt processing of leave administration, redeployments, appointments, and other operational HR functions.
- ❖ Overseeing all employee disciplinary cases and ensuring they are treated in line with policies.
- ❖ Ensuring prompt resolution of all employee grievances and complaints.

Fidelity Bank Plc.

Feb 2018 – Dec 2020

Talent Acquisition/Workforce Planning Officer

Job Summary: Analyzing and forecasting current and future gaps, designing, and implementing an effective acquisition strategy to ensure the organization has the right talent to meet its objectives.

Duties and Responsibilities:

- ❖ Overseeing all phases of the recruitment cycle from planning to onboarding
- ❖ Verifying and uploading approved staff data and documentation on the HRIS and other employee software.
- ❖ Designing an effective sourcing methodology that attracts the right talent and promoting the organization's Employee Value Proposition.
- ❖ Developing a strategic workforce plan that incorporates current and future talent requirements.
- ❖ Reporting a detailed profile of all new hires to regulatory bodies to ensure 100% compliance.
- ❖ Ensuring a compelling candidate experience by providing timely and effective communication at all phases of the recruitment process
- ❖ Building and maintaining a pipeline of qualified candidates and updating their data on all databases and systems
- ❖ Modelling, visualizing, and reporting workforce data to guide operational and strategic decision making.

JSP Communications Ltd.

Jul 2016 – Nov 2017

Human Resource Officer

Job Summary: Under the supervision of the HR Manager, supported in the implementation of HR Policies and initiatives. Delivering on operational tasks such as compensation administration, leave utilization, learning and development, recruitment, and other tasks to ensure efficient operation of the HR department.

Duties and Responsibilities:

- ❖ Preparation of payroll and other benefits, ensuring remittance to relevant regulatory organizations.
- ❖ Training and preparing communications to employees concerning various HR services, policies, and initiatives.
- ❖ Preparing HR budgets, reports and presentations.
- ❖ Developed initiatives to drive company culture, increase employee engagement and enhance job satisfaction.
- ❖ Maintained and updated employee information on the HRIS and other relevant software
- ❖ Assisting in hiring, documentation and onboarding of new employees

Education & Certification



Certified Tech Recruitment Professional

DevSkiller (2020)

Organizational Culture, Diversity and Ethics

Saylor Academy (2020)

M.Sc. Management

University of Lagos (2017 – 2019)

Professional in Human Resources – international (PHRi)

Human Resources Certification Institute (2018)

B.Sc. Human Resources Management

University of Ghana (2010 – 2014)

Skills



- ❖ Strong knowledge of global and local human resources best practices
- ❖ Teamwork and collaboration
- ❖ Well versed in labor law
- ❖ HRIS knowledge and expertise
- ❖ Digital and business acumen
- ❖ Excellent communication and advisory skills
- ❖ Intercultural and diversity sensitivity
- ❖ Analytical, reporting and presentation skills.

Relevant Training



- ❖ People Analytics and HR Metrics
- ❖ Advanced Data Analysis for HR Professionals
- ❖ Talent Acquisition – The Total Recruitment Process
- ❖ Advanced Excel for HR Professionals
- ❖ Foundations and Fundamentals of Banking