

AKINTUNDE ANN ATOYON

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SUMMARY

Dynamic and people-oriented HR Professional with a commitment to partner with hiring managers to discern workforce needs; outline desired qualifications; source, screen, interview & select best-option candidates for various roles.

Expert in the design and coordination of seamless induction and onboarding processes for new hires as well as developing strategic documents for capability development.

EXPERIENCE

HR Advisor- Interswitch Limited **Recruitment**

2019-Present

- Revamped the recruitment process and put control checks to ensure resourcing at different levels are implemented in an orderly manner
- Conducted recruitment planning on vacant roles whilst collaborating with hiring managers to ensure a seamless recruitment process
- Partnering with recruitment agencies to hunt quality talents
- Partnering with schools in talent attraction via career fairs
- Designed and coordinated seamless onboarding and induction procedures for new hires

Training & Development

- Developed a training plan and calendar for all Groups
- Tracked implementation and monitored training effectiveness for participants through post-training evaluation surveys
- Partnering with training vendors on delivering courses in relation to remote working productivity and mental health

Performance Management

- Support function in setting up appraisal refresher sessions, resolving employee queries, supporting 6 businesses in appraisal review & completion
- Designing, implementing and reporting of employee' performance calibration after appraisals
- Monitored quarterly check-in session' compliance for employees

TALENT MANAGEMENT – Tropical General Investments (TGI) Group

March 2018 – November 2019

Assistant Manager

Recruitment

- Updated the current talent acquisition strategy document to include internship programmes
- Conducted recruitment planning on vacant roles whilst collaborating with hiring managers to ensure a seamless recruitment process
- Partnering with recruitment agencies to hunt quality talents
- Developed a recruitment tracker to monitor recruitment stage, total cost of recruitment, CVs received, total number of roles to fill and location of roles
- Created a 30-day recruitment cycle from start to finish for all roles and 65-90day cycle for 'hard to fill' roles
- Spearheaded recruitment campaigns across 7 out of 12 verticals of the business
- Supported the agribusiness arm of the business with their Finance & Agro-export roles from start to finish
- Championed the full-cycle recruitment for Sales roles within the Northern region for the Route-to-market arm of the business
- Championed the full-cycle recruitment for Engineering, Production & QA roles in the seasoning cubes plant
- Designed and coordinated seamless onboarding and induction procedures for 64 new hires by getting work-tools & work stations ready within January to August
- Created the framework for the 2019 Management Trainee program; from sourcing & screening over 20,000 CVs to coordinating aptitude test to designing the assessment center plan for shortlisted candidates (in-tray, case study, writing exercise and competency-based interview) & finally, coordinating the executive chat process
- Drafted an employee reference check form to validate new hire information and conduct
- Developed a framework for Young Professional Program within the Company

Training & Development

- Developed a training policy & plan and initiated the e-Learning strategy for the Company
- Acted as Back-end support for Company's e-Learning Platform (enrolling users and assisting with any technical difficulty)
- Facilitated the sensitization of the e-Learning Platform in the Food & Agribusiness space of the Company
- Designed training schedule, learning resources and content development tracker for an EMS (Effective Manager Series) training. Also coordinated the flow of the training from start to finish
- Designed a memo for the use of QuestionPro- for training validation and obtained Management approval

Performance Management

- Designed a performance management framework on redundancy of talents at the Pharmaceutical arm of the business
- Adopted the training needs identified in employee appraisals to design and implement training for employees
- Conducted quarterly check-in sessions for employees
- Designed a Fast-Track policy for high performing managers and non-managers

Employee Experience

- Related with employees on tracking and resolving their issues as they arise and also following up with their experiences on the job
- Worked with a Team on developing an Away-Day for employees by department

Other projects

- Designed & adopted an employee handbook for one of the subsidiaries in Ghana using the current handbook used in the Head Office

CORPORATE SALES (Manufacturing) – Wapic Insurance Plc.**August 2015 –February 2018**

- Achieved 85% of FY Target in 2017
- Customer acquisition & management of existing accounts
- Keeping tabs on policies to be renewed
- Maintaining a strong interpersonal relationship with clients
- Ensuring receipts are issued to customers upon receipt of payment
- Ensuring customers' needs are attended to according to service level agreements

ADMINISTRATIVE OFFICER– Schubbs Dental Clinic**December 2014 – March 2015**

- Made outgoing calls to customers for periodic reminders on appointment
- Worked on registration of new customers
- Assisted in booking customer' appointment
- Issued invoices/processing payments before and after service
- Ensured accounts are balanced daily
- Made sure that customers have a great experience

EDUCATION

- M.Sc. Biochemistry (**University of Lagos**) **April 2014**
- B.Sc. Biochemistry (**University of Lagos**) **December 2010**
- Senior Secondary School Certificate (**Federal Govt College Lagos**) **June 2005**

SKILLS & EXPERTISE

- Excellent communication & presentation skills
 - Talent Management
 - Learning & Development
 - Induction & Onboarding
 - Coordinating/Planning
 - Team playing
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PROFESSIONAL CERTIFICATIONS

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| • Professional in Human Resources- International (PHRi) | April 2019 |
| • Strategic Workforce Planning- HCI | August 2019 |
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REFEREES

Upon request.