

Damilola Agbelusi, SHRM-CP, PHRi

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PROFILE SUMMARY

A highly effective Human Resource Generalist and SHRM-Certified Professional with experience in driving Human Resources strategies and initiatives in the financial and manufacturing industries.

Experience in Human Resource functional areas include Talent Acquisition, Employee Relations, Learning and Development, Compensation and Benefits Administration, Employee Engagement, Human Resource Analytics & Employee Services.

PROFESSIONAL EXPERIENCE

Human Resource Associate

Feb 2018 – Dec 2020

Page International Financial Services Limited | Lagos, Nigeria.

- Conducted the full life cycle recruitment process of 250+ hires of different cadres, across 3 locations (Lagos, Abuja, and Ibadan), in line with a recruitment plan I created to identify, recruit, and hire the best-fit candidates culturally and professionally. This plan provided clear job descriptions, a framework for managing the talent pipeline, a buddy system and an employee referral program.
- Collaborated with the Human Resources Manager on the formulation of HR Strategies and policies. I developed the Exit Management Policy, Internship policy & the Work from Home (WFH) policy in a bid to improve work-life balance and retain the best employees.
- Revised job descriptions across all levels. "Shadowed" and interviewed employees to construct an accurate picture of the duties and skills required for each position.
- Prepared and ensured the accurate and timely processing of the monthly payroll, pension remittances and the upload of pension schedules on the EPCCOS portal for 400+ employees in Lagos, Ibadan & Abuja, Nigeria.
- Ensured that all employees and their dependents were enrolled in the approved Health Maintenance Organization (HMO) and had a smooth experience with the benefit plan. Managed benefits administration such as HMO, Pension, NHF, Group Life Insurance, Status Car Allowance.
- Reduced benefits cost by 15% annually through meticulous record-keeping and ensuring that the organization did not pay for benefits for which employees were ineligible.
- Developed and implemented employee engagement initiatives to boost employee retention and employee experience. These included employee surveys, focus groups, stay interviews, team bonding activities, webinars with executive management, employee reward & recognition, internal communication and long service awards.
- Redesigned the employee records management system by making sure HR records and employee files of over 400 employees met statutory requirements for government inspection and audits.
- Coordinated the Learning and Development process where I planned, organized, and effectively conducted employee training on various skills, policies, and compliance areas. I developed training plans and conducted training needs assessments to identify individuals' current level of competency, skill or knowledge in one or more areas and compared that competency level to the required competency standard established for their positions.
- Coordinated the exit management process by conducting exit interviews, exit clearance, preparation of final benefits and exit statements. I analyzed exit interviews and shared insights and improvements, which resulted in increased staff motivation and employee retention.
- Gathered and analyzed HR metrics and data from a variety of sources including pulse surveys, recruitment data, learning and development data, onboarding surveys, exit interviews and other sources
- Analyzed data for trends and patterns with attention to recruitment sources, recruitment experience, employee experience & employee exit. Based on metrics and analysis, I made recommendations for policies and activities to improve the organizational culture including suggestions to attract and hire qualified candidates, retain and motivate current employees.

- Ensured the accurate and timely maintenance of the HR Information System - inputting and retrieving information, data cleansing and responded to all employee and manager queries relating to the HR system.
- Ensured previous employer reference checks and credentials verification were conducted.
- Provided first-line support and advice on all areas of the employee life cycle including supporting line managers with proper recruitment and onboarding process, employee relations issues (grievances and disciplinaries, performance improvement plans).
- Prepared insightful HR reports & provided HR data as and when required by the HR Manager and/or Executive Management team.
- Performed administrative and record-keeping activities related to staffing changes that resulted from layoffs, resignations, terminations, extended leave of absence, change of name etc.
- Acted as a liaison between the Human Resource Department and external benefits providers and vendors.

Human Resource Assistant

June 2016 - May 2017

Flour Mills of Nigeria (Bagco Division) | Lagos, Nigeria.

- Assisted in the recruitment and selection process by reviewing resumes, inviting shortlisted candidates for interviews.
- Assisted managers in determining training needs and working to find the best solution to meet those needs.
- Acted as the Health and Safety Compliance personnel tasked with the function of ensuring all employees used their PPEs while on duty.
- Assisted with new hire orientation and induction activities.
- Supported the day-to-day operations of the HR functions and activities.
- Maintained an updated records of 1200+ employee files and documents.
- Assisted with planning and execution of special events such as benefits enrollment, organization-wide meetings, employee recognition events, holiday parties and retirement celebrations.
- Monitored inventory and supply orders of required office materials in the Human Resources Division.

EDUCATION & CERTIFICATIONS

University of Lagos | Bachelor's Degree - Industrial Relations & Personnel Management (Second Class Lower) **2016**

Society for Human Resource Management | Society for Human Resource Management - Certified Professional (SHRM-CP)

Human Resource Certification Institute – Professional in Human Resources – International (PHRi)

PricewaterhouseCoopers (PWC) Data & Analytics Academy – Data Science for Business Professionals (Power BI)

AWARDS & ACHIEVEMENTS

- **Page International Financial Services Limited** - Rookie of the Year (2018)
- **Page International Financial Services Limited** - CEO's Letter of Commendation (2018)
- **Page International Financial Services Limited** - CEO's Certificate of Excellence (2019)

FUNCTIONAL COMPETENCIES & SKILLS

Leadership, Payroll Administration, Recruiting, HRIS, Project Management, Employee Relations, Ethical Practice, Communication Skills, Critical Evaluation, Emotional Intelligence, Empathy, Interpersonal Skills & Data Analysis (Microsoft Power BI), Microsoft Office.