

CHEKUME MICHELLE EJIOFOR

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CAREER SUMMARY

Expertise extends to managing personnel and projects, coordinating the activities of international, multilingual teams and leading complex business transformation initiatives. Possesses a proven track record of utilising communication acumen and leadership qualities to communicate project expectations to team members and translate project visions into reality.

EDUCATIONAL BACKGROUND

Nigerian Defence Academy	2018 – 2021
Master's in Business Administration (MBA)	
Ahmadu Bello University, Zaria	2008 – 2014
B.Sc. Urban and Regional Planning (B.URP)	
Demonstration Secondary School, ABU, Zaria	2002 – 2008
Senior Secondary Certificate Examinations	

WORK EXPERIENCE

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Project Manager / HR Manager

2021 till Date

- Advised decision-makers on complex and confidential matters ranging from performance management to employee relations issues.
- Fostered relationships with vendors to promote positive working relationships.
- Reined in project costs while meeting key milestones.
- Identified plans and resources required to meet project goals and objectives.
- Drove team success through shared vision and recognition of quality performance.
- Eliminated discrepancies in progress by reviewing performance, spend and timeline.
- Maintained open communication by presenting regular updates on project status to customers.
- Reviewed business goals to recommend new HR approaches, policies and procedures for continual improvements focused on meeting business objectives and enhancing productivity.
- Guided leaders and employees on company policies, programs, benefits, and salary administration.
- Recommended, initiated and finalized HR actions regarding staff position management, compensation, and employment postings, hiring proposals and new hire onboarding.
- Created vision and goal team and motivated staff to achieve excellence in customer support and processes.
- Organized and led staff orientation programs and training to promote collaboration.
- Expanded operational bases and increased revenues by developing and integrating business plans.

Emerging Trees Limited

Chief Human Resource Officer / Project Manager

2016 – 2021

- Reduced expenditures by effectively negotiating vendor and service contracts to drive savings.
- Developed project plans identifying key issues, approaches and performance metrics.
- Monitored contracts and service level agreements to identify potential risks and implement mitigation actions to protect development process from unforeseen delays and costs.
- Developed team communications and information for meetings.
- Modified and directed project plans to meet organizational needs.
- Developed, initiated and managed projects, including managing costs, schedule, scope and performance.
- Forecasted expected personnel demands and developed forward-thinking approaches to achieve objectives.
- Directed training and retraining of employees to boost performance and enhance business results.
- Boosted revenues by coordinating and executing projects and growing inventory diversity.
- Enhanced team workflows and employee job satisfaction by coordinating communication between managers and employees.
- Developed and initiated projects, including managing costs, schedule and performance.
- Maximized team knowledge and productivity by effectively training, monitoring and directing employees in application of best practices and regulatory protocols.

Human Resource Manager

2014 – 2015

- Facilitated the on-boarding of new hire, taking them through basic tenets of the company to enable them settle down swiftly into their new roles.
- Handled understaffing, disputes, terminating employees & disciplinary procedures.
- Involved in the process of employee competency, skill-set evaluation and annual appraisal that resulted in improved staff commitment and performance.
- Organized in-service capacity development trainings to achieve innovative edge for the company in marketing and sales that will aid the business growth.
- Participated in the review and update of the company's policy, training materials that was rolled out for training firms & partners on management, educational & IT courses.
- Reviewed customer concerns and new opportunities to drive business strategy.
- Tasked with making decisions that promote seamless operations for the company such as in purchasing and inventory management making it fit-for-purpose.

National Youth Service Corps, Kaduna State

School Sense, Barnawa

Subject Teacher

2015 – 2016

- Coached students on public speaking and presentation skills.
- Collaborated with the ICT department director to create a plan of support for students who took courses during the summer months and over winter break.

- Created guides and course materials that would reiterate lecture information.
- Planned, evaluated and revised course content and course materials.
- Provided clear, informative classes in ICT & Basic Science to classes of 15 students.
- Tested students on the materials that were presented in workshops and classes.

CERTIFICATIONS AND TRAININGS

Business Intelligence Fundamental	2021
Building Culture of Speed and Accountability (Agile Project Management)	2020
Senior Professional in Human Resources International (SPHRi)	2020
Azure Administrator Associate	2019
Business Analysis Professional (CBAP)	2019
Monitoring, Evaluation, Accountability and Learning (MEAL)	2018
Organizational Learning and Development	2018
Project Management Professional (PMP) Certified	2018
Project Management: Technical Projects	2018
Diploma in Workplace Safety and Health	2017
Microsoft Advanced Excel	2017
Microsoft 2013 Project Planning in ECDL	2017
Information Technology Infrastructure Library Certified (ITIL)	2015
Diploma in Human Resource Management (HRM)	2013
International Computer Driving License (ICDL)	2011

PERSONAL SKILLS AND COMPETENCES

Project planning & development	Strategic Planning	Project Management
Relationship Management	Training & Mentoring	Data Processing & Analysis
Risk Management	Service Delivery	Operational Leadership
Business Transformation	Effective Communication	Adaptability & Flexibility
Contract Negotiation	Meeting Coordination	Conflict Resolution