

# Godwin Nongoai BSC, MNIM

*No. 16 Zone B, Redeem Street before MTN Mast  
Dutse Baupma F.C.T Abuja*

*godwinnongoai@gmail.com  
08136931597, 07058338045*

## ***Career Summary:***

I am an experienced HR professional with 4 years of experience in the hospitality industry and a year in the pharmaceutical industry where I have worked both as human resources officer and human resources and administration officer respectively. I have excellent leadership, organizational, verbal and written communication, and Microsoft office suite, administrative support skills in recruitment, applicant tracking system, labour law legislation, employee relations and payroll management. I am hungry to build an exceptional career with your team and to add value to your organization while achieving your overall HR goals.

## **Competencies/Skills**

- Strong Exposure to Applicant Tracking systems and recruitment experience
- Proven ability to plan long-term, organize priorities and work under administrative and programmatic pressures with detail orientation and professional grace.
- Strong diplomatic and acumen in establishing positive working relationships with employees and all other stakeholders to maximize cooperation and productivity.
- Very strong proficiency in MS Word, Excel, and PowerPoint.
- Proven strong organizational, project management and administrative skills.
- Proven sense of professional discretion, integrity, and ability to manage situations diplomatically and to effective resolution.
- Strong commitment to continual learning and development.

## **Prime Pharmacy and Superstore Limited No 17 Lord Luggard Street Area II Garki Abuja**

Position: *Human Resources and Admin Officer*

*August 2021-Date*

Responsibilities:

- Maintaining physical and digital personnel records like employment contracts and PTO requests
- Update internal databases with new hire information
- Gather payroll data like bank accounts and working days
- Schedule job interviews and contact candidates as needed
- Prepare reports and presentations on HR-related metrics like total number of hires by department
- Develop training and on boarding material
- Respond to employees' questions about benefits (for example, number of vacation days they're eligible for)
- Prepare monthly time sheet to monitor performance and hourly shift by the Locum Pharmacist

## **Reiz Continental Hotel Central Business District Abuja**

Position: *Human Resources Officer*

*2020-August 2021*

Responsibilities:

- Maintain pay plan/payroll and other benefits program in accordance to the compensation and sanctions policy.

- Active involvement in recruitment processes, through preparation of job descriptions, posting ads and managing the hiring process
- Representation of Personnel Manager in meetings and other official functions
- Arrangements of meeting/ meeting halls and informing management staffs
- Maintain employee records (attendance, EEO Data) Personnel/ staffs supervision and log in monitoring
- Provide counseling on policies and procedures and support the management of disciplinary and grievance issues
- Develop training and development programs, as well assist in performance management processes
- Maintain absolute discretion and maturity in handling sensitive/confidential data.
- Review employment and working conditions to ensure legal compliance
- Effective filing system to ensure for the smooth identification and collation of documents
- Managing, updating and compliance followup on employees insurance
- Support Human Resources Manager for Performance Management Evaluation process and make sure all staff is aware about how to evaluate and coach staff performance effectively and timely.

### **Reiz Continental Hotel Central Business District Abuja**

Position: *Assistant Human Resources Officer*

**2017-2020**

- Oversee and manage performance appraisal system to drive high performance of staff
- Continuous revision and implementation of HR policies and procedures
- Serving as an internal consultant by analyzing the current HR processes and recommending solution
- Maintain up to date personnel records for all staff in hard and electronic copies, while ensuring confidentiality, document storage management and maintenance
- Handle employment verification and investigation (reference checks) and salary negotiation, and sent feedback emails to unsuccessful candidates
- Handle employee terminations, grievance and other difficult situations in a sensitive, fair and respectful manner
- Monitor and ensure compliance with local labour laws and staff regulations
- Prepare employee separation notices and related documentation, and conduct exit interviews to determine reasons behind separations
- Keep records of benefits plans participation such as insurance and pension plan, personnel transactions such as hires, promotions, transfers, performance reviews, and terminations and employee statistics for reporting.
- Bridging management and employee relations by addressing demands, grievances and other issues.

### **Patriot Computer Training Center**

**Dutse Makaranta Abuja**

Position: *Secretary/ Typist*

**2016-2017**

Responsibilities:

- Computer Training
- Document typesetting, printing and general services
- Monitoring sales/ supervision of daily incomes and balancing deviations

## Al-Morcaz International School Ilogbo Ota Ogun state

Position: **Head of Administration**

**2015-2016**

Responsibilities:

- Recruitment and interview of new staff
- Course allocation/ student counseling
- School calendar documentation and follow-up
- Representation of proprietor in internal and external school meetings
- Preparing meetings/ school memos and receiving external documents

## Anavo Video Hall Dutse Baupma Abuja

Position: **Sales Attendant**

**2012-2015**

Responsibilities:

- Monthly/ annual cash records
- Monitoring stock records shortages and make deviations
- Clients follow-ups

**University:**

*Benue State University*

**Course of Study**

*Bsc . Busniess Management*

**Year of Graduation:**

*2014*

### **Training Organizations**

### **Certifications**

### **Year**

Reiz Continental Hotel Abuja	--	Hospitality Management Studies and Health and Safety Training	2019
	--	Fire Drill Training	2019
	--	In-house First Aid Refresher Training Course	2019
Inspired Youth Network (IYM) Abuja		Certificate of Participation	2017
National Youth Service Corps (NYSC)		Certificate of National Service	2016
Nigerian Institute of Management (NIM) Chartered		Graduate Membership	2016
Nigerian Red Cross Society (NRCS)		Certificate of Competency in Basic First Aids	2016
Patriot Computer Training Center Dutse Baupma Abuja		Diploma Certificate in Computer	2016

### **Interests/ Hobbies**

Learning new skill, writing, travelling, reading

### **Referees:**

1. Pharm. Alfred Igba Aondowase  
Pharmacy and Logistic Associate  
Charista Nigeria Garki Abuja.  
08161257964
2. Godfrey Amiokhe  
Human Resources Manager  
Reiz Continental Hotel Abuja  
godfrey@reizcontinentalhotels.com  
08066735196