

## BUSAYO AJAYI

5, Oluseyi Sosan Street, Jemi Alade Estate, Isheri/Igando road, Lagos, Nigeria  
Telephone: +2347033646714, +2348023115482 | Email: [busayomiajayi@gmail.com](mailto:busayomiajayi@gmail.com)

### OVERVIEW

Seasoned human resource professional with over five years' experience in talent acquisition and management including recruiting, interviewing, screening, onboarding, performance management, employee retention and training. A strong team player with good interpersonal and communication skills. Highly motivated and adept at undertaking new challenges.

### PROFESSIONAL EXPERIENCE

#### **AIICO Insurance Plc HR Recruitment /Employee Welfare and Outsourcing**

**Lagos, Nigeria  
2018 - Date**

##### Responsibilities

- Executing full-cycle recruitment including all phases of the process including sourcing CVs, shortlisting, interviews, negotiation, hiring, onboarding.
- Consult with hiring managers to support their recruitment needs
- Devised recruitment strategies to reduce time-to-hire
- Collaborate with Corporate Social Responsibility teams to plan and conduct outreach events
- Generate personnel returns and weekly reports for the management team
- Schedule and manage induction programs / onboarding activities for new hires
- Build and maintain effective positive employee relations on welfare matters
- Develop new initiatives and HR practices to match evolving organisational needs
- Oversee external recruitment agencies in acquiring specialised talents to suit business needs
- Management and administration of HMO benefits

#### **AIICO Insurance Plc Human Resources Representative /Learning Center Officer**

**Lagos, Nigeria  
2014 - 2018**

##### Responsibilities

- Conduct recruitment, selection and placement of new hires
- Plan, schedule and support company-wide learning and development initiatives
- Monitor performance management system and liaises with employees on improvement techniques
- Coordinated and supported NAICOM compliance documentation
- Review and analyse leave / travel processes to ensure optimal employee coverage
- Worked closely with the training manager in marketing the Learning Center facilities to external candidates.
- Prepared regular reports (Expenses & Learning Center reports) and organising Learning Center records
- Procured and distributed health & safety supplies including first aid kits to all company branches nationwide
- Provided logistics support including sourcing and booking of suitable accommodation for out-of-town staff
- Oversaw and promoted efficient running of the canteen to match employee needs
- Managed AIICO Academy for internal and external use

#### **AIICO Insurance Plc Front Office/Customer Service**

**Lagos, Nigeria  
2010 - 2013**

##### Responsibilities

- Promptly and courteously greeted clients, visitors and employees
- Verified prospects and visitors for scheduled and unscheduled meetings
- Provided customer service by answering and making calls to internal and external clients

- Maintained a clean and welcoming reception area for visitors and employees
- Coordinated and procured refreshment needs for meetings when applicable

**Aims Assets Management Ltd**  
**Investment Instructor/Marketer**

**Lagos, Nigeria**  
**2008 - 2010**

- Identified sales opportunities, generated leads and followed up of with prospective clients
- Taught investors about financial planning and benefits of stock investments through fund management
- Managed client’s databases, built and maintained customer relationships for upselling opportunities
- Guided investors on identifying and selecting profitable stocks options
- Provided financial knowledge to enable investors shield their stock and investments from risk

**TRAININGS**

- HR Business Partner (BP) Meet-Up
- Instruction Design and Technology
- Anti-Money Laundering (AML)/ Combating Financial Terrorism (CFT)
- Speak Right, Sound Right

**PROFESSIONAL QUALIFICATIONS**

Certifications	Year Attained	Membership Number
<b>Associate (Human Resource Professional)</b> Chartered Institute of Personnel Management (CIPM)	2018	(3/1800867)
<b>Professional Diploma in Human Resource Management</b> Chartered Institute of Personnel Management (CIPM)	2018	
<b>Certified Talent Acquisition Specialist</b> Academic To Innovate HR	2021	

**EDUCATION**

Certification	Year Attained
<b>B.Sc. (Hons) Psychology</b> University of Ado – Ekiti (UNAD)	2004

**SKILLS AND STRENGTHS**

- Proficient in Microsoft office
- Effective reporting writing and corporate communications
- Skilled at conflict resolution and problem solving
- Ability to manage and function in a multicultural environment

**REFERENCES**

Available upon request