
OLUWATOYIN OLAJUMOKE OMOTOYE

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PROFESSIONAL SUMMARY

Human Resource Management | Corporate Communications | Public Relations | CAREER STRATEGIC PURPOSE Experienced communication officer with extensive knowledge of Corporate Communications, Public Relations and Human Resource Management. Dedicated to fostering effective communication in the workplace. Oluwatoyin's objective is to bring success to the company by building beneficial links through effective internal and external communications. Having excelled at effectively managing various communication channels for current and past employers, Oluwatoyin has helped organizations maintained cordial relationships with employees. Constantly updating knowledge of current communication trends to implement them effectively at own place of business.

SKILLS

- Training Management
- Business Leadership
- Performance Assessment
- Records Organization and Management
- Sales Promotion
- Administrative Management

WORK HISTORY

Relationship Management Executive, 08/2021 to Current

Optiva Capital Partners - Abuja

- Work to establish and sustain meaningful ties with an organization's clients, which may include companies or individuals
- Leverage connections to retain clients and to identify additional sales opportunities
- Conducting in-depth needs assessments to better understand each client's requirements
- Settling clients' concerns in a swift and professional manner
- Harnessing internal relationships to better address clients' needs and to maximize our profits.

HR Officer/Quality Control Administrator, 01/2020 to 03/2021

Titan Digital Enterprises Ltd - Lagos

- Actively involved in recruitment by preparing job descriptions, posting ads and managing the hiring process
- Assist in performance management process
- Maintain employee records according to policy
- Review employment and working conditions to ensure legal compliance
- Review and correct all articles published on the website

Achievements on the job:

- Provided HR leadership during a period of rapid growth with better than 18% increase in annual revenues and 10% gain in profitability
- Introduced metrics- based performance management system with a heavy emphasis on operating results
- Re-invented and implemented new recruitment, staffing, and workforce development programs to meet advancements in operations, technology, and management.

Administrative and Communications Officer, 11/2016 to 11/2019**Association of Asset Custodians of Nigeria – Lagos**

- Conducted industry wide research for AACN
- Developed and executed an adequate and integral communication plan for internal and external communication
- Monitored the overall image of AACN and its first contact and knowledge base internally and externally regarding all communication issues
- Coordinated and facilitated internal and external PR and communication activities
- Developed activities that lead to fund-raising and brand awareness,
- Valuated, created and updated communication materials (internal/external, print and electronic): wrote content for articles, brochures, flyers, and company's website

Achievements on the job:

- Performed daily administrative functions such as answering calls and emails, scheduling meetings, writing multiple reports and other forms
- Worked with management to implement communication strategies
- Evaluated effectiveness of communication channels and recommended improvements
- Developed content for press releases and newsletter
- Managed communication using Twitter, LinkedIn, Slack, Facebook and other social media networks
- Participated in coordinating internal campaigns
- Acted as the point of contact and liaison between the company and financial institutions including banks
- Managed coordination and dissemination of communication materials
- Compiled and prepared various reports, memos, and briefings.

Client Relations Executive, 11/2015 to 10/2016**PCS Earth Techs - Port Harcourt**

- Followed up client request and arranged operational meeting to facilitate service contracts and monitoring of existing jobs and reporting as at when due
- Attempted to resolve issues and problems with customer's accounts

Achievements on the job:

- Identified referral opportunities and made relevant referrals
- Provided a project co-ordination role in liaising with vendors' and staff in the areas of development, acceptance and implementation of systems
- Prepared and maintained relevant systems documentation including the creation of Policies and Procedures.

EDUCATION

Bachelors of Science: Mass Communication, 08/2014

Joseph Ayo Babalola University - Osun, Nigeria

CERTIFICATIONS

- Professional in Human Resource International (PHRI), Certification Edge - 2020
- Ticketing and Reservation Officer Training Training, EmployMe E-learning Centre - 2018
- Certified Graduate Member, Nigerian Institute of Public Relation (GNIPR) - 2015

MEETING NEW PEOPLE

Always looking forward to meeting new people especially in my profession to share ideas, knowledge and develop new skill set.

LANGUAGES

English, Yoruba: Native language