



## Imoh Etim, ACIPM

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People oriented and result-driven Human Resources Generalist with years of experience managing over 100 employees in areas such as hiring and onboarding, employee benefits and payroll, performance tracking methods and HR records. Reliable, knowledgeable, and highly organized team player with excellent communication skills, team building and relationship management. Highly proficient with HRIS software as well as ATS. Adaptable to ever changing circumstances.

### EDUCATION

Society for Human Resource Management (**SHRM**) in view.

Associate Chartered Institute of Personnel Management of Nigeria, **ACIPM**

Rivers State Polytechnic, HND Finance/Banking, **Distinction**

Rivers State Polytechnic, ND Finance/Banking, **Distinction**

Methodist Boys High School, Lagos, **S.S.C.E**

### SOCIAL & TECHNICAL SKILLS

- ✦ Excellent interpersonal oral and written communication skills.
- ✦ HR Analytics, administrative and financial skills.
- ✦ Computer skills, highly proficient in the use of MS Office packages (Word, Excel, PowerPoint).
- ✦ Well-developed observation, interviewing and assessment skills.
- ✦ Problem solving, innovative skills.
- ✦ Fast learner.
- ✦ Leadership and People management skills.
- ✦ Excellent collaborator, possessing the ability to work under pressure, meeting deadlines.
- ✦ Integrity, honesty and transparency. Able to deal sensitively with confidential and personal information.

### EXPERIENCE

**Head, Human Resources and Administration**

**UTL Group (UTL Trust Management Services Limited and UTL Asset Management Limited)**  
(2023- till date).

**Head, HR & Admin, Accelerex Network Limited (2022- 2023)**

#### **Recruitment & Talent Acquisition:**

- ✦ Attracting and retaining the best talent in the industry, coordinate with department managers to forecast future hiring needs & establish the human resource requirements of the organization in terms of recruiting, retention, and succession planning.
- ✦ Overseeing the recruitment and hiring process report on its performance.
- ✦ Oversee professional reference checks and background checks to verify that candidates are eligible to work for the company.



- ✚ Review recruitment software and suggest the best option for company needs.
- ✚ Participate in job fairs and career events.
- ✚ Review and manage a highly functional compensation, appraisal, welfare & benefit structure that drives attracts, and retains high performing talent.
- ✚ Perform candidate and employee satisfaction evaluations and workshops.
- ✚ Build the company's professional network through relationships with HR professionals, colleges and other partners.
- ✚ Stay up to date on labor legislation and inform recruiters and managers about changes in regulations.

#### **Training and Development:**

- ✚ Evaluate individual and organizational development needs.
- ✚ Responsible for launching employee development initiatives. This could entail additional on-the-job training, professional development programs, or educational opportunities that allow employees to grow and develop in their current roles or prepare them for career advancement within the organization.
- ✚ Help managers develop their team members through career pathing.
- ✚ Hire and oversee training and L&D Specialists.
- ✚ Implement various learning methods companywide (e.g. coaching, job-shadowing, online training).

#### **Culture:**

- ✚ Share the company's values, norms, and vision with employees familiarizing them with the overall ethics of the organization.
- ✚ Identify any shortcomings within the organization and address them effectively.
- ✚ Responsible for organizing team outings, community building, or recognition programs that can improve healthy work environment.

#### **Employee Engagement:**

- ✚ Promote an open-door policy for communication.
- ✚ Create and act on responses from employee engagement surveys.
- ✚ Set up a reward and recognition program.
- ✚ Provide guidance on Employee Relations matters and conduct investigations, as needed.
- ✚ Bridge management and employee relations by swiftly addressing demands, grievances, or other issues to drive positive and productive resolutions.

#### **Strategy:**

- ✚ Develop strategies, processes, collaborative, and efficient relationships with executive team and hiring managers to create strategic organizational and talent solutions.
- ✚ Be the advisor and business partner to the other executive and senior leaders to drive lasting, transformative change across the organization.



### **Performance Management:**

- ✦ Responsible for Performance Management System based on leading practices with the aim to provide a fair and transparent performance management across units.
- ✦ Provide support to line managers in applying the Performance Management System should they face challenges with the implementation.
- ✦ Develop tools and support material to help employees and their line managers in their appraisal process.
- ✦ Resolve problems related to appraisals, such as employee requests for re-evaluation, and ensure that these issues are handled in a fair, professional, and transparent way.
- ✦ Collect and analyze performance appraisal results across units.

### **HR Generalist, CSL Stockbrokers Limited (A Member of FCMB Group). (2018 - 2022)**

- ✦ Achieve multiple HR functions, including Recruitment & Talent acquisition, Interviews, Hiring, Orientation/ Induction, On-boarding, Exit Management, Training & Development (T & D), Payroll & Benefits Administration, Workforce Planning, Employee/Labor Relations & Engagement, Performance/Talent management, Policy implementation, in the subsidiaries within the group, both in Nigeria & the UK.
- ✦ Manage Human Resource Information System (HRIS) for over 50 employees.
- ✦ Managed a process re-engineering project to improve and consolidate end-to-end service processes; restructured communication flow among 5 departments and cut down paperwork by 75%.
- ✦ Performance management. Created a performance reporting template, achieving an 80% reduction in the TAT of performance appraisals.
- ✦ Business management and strategy. Implemented process improvements to boost staff retention by 25%.
- ✦ Employee Risk Management. Ensure that employees have the right KSA that fits in with the organization's values & goals.
- ✦ Administer HR policies, ensure policies, processes and procedures are relevant and meet up with leading practices and regulatory standards.
- ✦ HR reporting and Analytics.
- ✦ Directly assist the HR Group manager in the execution of daily duties.
- ✦ Supervise the HR assistant(s) within the unit.

### **Performance Analyst/ Client Administrator, FCMB Asset Management (2014-2017)**

- ✦ Produced detailed attribution analysis for 3 Mutual Funds.
- ✦ Part of the FCAM investment decision making process, covering economic analysis, financial markets research, asset allocation, and portfolio and risk management
- ✦ Produced index data reports and market information for 3 Mutual Funds. Supplied data to and answered queries from third party performance verifiers, including regulators and custodian.
- ✦ Improved the existing analytical reporting. Explained and disseminated attribution results to clients.



- ✚ Consulted with performance outsource providers to ensure integrity of reports and adherence to deadlines.

#### Account Executive, Sweet Sensation Confectionery Limited (2011-2014)

- ✚ 100% Cash management, maintenance & preparation of periodic accounting reports.
- ✚ Management & monitoring of all office running costs, petty cash disbursements, processing & payment of over 20 staff salaries, loan applications & retirement payments.
- ✚ Reduction of bad loans by close to 95%.

#### Directorate of Salary and Pension Administration, Dutse, Jigawa State. (NYSC 2010)

- ✚ Prepared payment voucher of corps members across the state and 10 local governments.
- ✚ Compute and document gratuity payment of pensioners and payment made to 8% contributory.
- ✚ Assisted in preparing monthly financial report.
- ✚ Ensured compliance with both statutory and professional regulations as regards preparation, presentation and disclosure of the directorates' financial information.

#### Spring Bank PLC, Broad Street Lagos, (2007). Industrial Trainee (IT)

- ✚ Account opening.
- ✚ Mobilized deposits.
- ✚ Business Development.

### ACCOMPLISHMENTS

#### SWEET SENSATION

- ✚ Met 100% target on jobs with tight reporting deadlines.
- ✚ 100% accuracy in cash & bank balances/management & financial reports.
- ✚ 90% – 95% debt recovery.

#### DIRECTORATE OF SALARY AND PENSION ADMINISTRATION

- ✚ Developed a databank that gives 100% easy access to relevant information on pensioners across the state and local governments.
- ✚ Ensured 98% completeness, accuracy and validity of information contained in financial statements.

#### SPRING BANK PLC

- ✚ Increased deposits on savings account by over 80%.
- ✚ Initiated a marketing scheme thereby growing savings account customers by over 75%.

### AWARDS

- ✚ Best Graduating Student, Department of Banking /Finance, Rivers State Polytechnic, (2006, 2009).
- ✚ Industrial Trainee of the Year, (2007)