



Joseph Essè mou- Abalè Kossi ASSOGBAVI


Specialist Bilingual in Human
Resources Management



Personal details

 Joseph Essè mou-Abalè Kossi
ASSOGBAVI


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 Vinson Lane Moka
80837 Réduit, Mauritius


 September 1, 1990

 TOGO

 Category B, Juin 2021

 Male

 TOGOLESE

 in/joseph-essè mou-abalè-
kossi-assogbavi

COMPETENCIES

Human resources
recruitment and
forward-looking
management of jobs
and skills ●●●●●

Wage calculation and
termination benefits; ●●●●●

PROFILE

Holder of a Master's Research Degree, I am a specialist in Human Resources Management with more than four (4) years of professional experience, specifically in Personnel Administration, Recruitment, Human Resources Assessment and Training. Also Research passionate, I am currently a PhD Candidate in Strategic Human Resources Management at the Faculty of Law and Management of the University of Mauritius. I can quickly adapt to a multicultural environment and I like working as well in a team as autonomously and under pressure.

ACADEMIC TRAININGS

- MPhil/PhD in Management, Faculty of
Law and Management Nov 2021 - Present

University of Mauritius, Réduit, Ile Maurice

Research in Strategic Human Resource Management focusing on "the technological innovations management and employees' employability development challenges in Mauritius: the mediating effect of career anchors"

- Master's Research Degree in
Organization and Human Resources Jun 2015 - Mar 2018

Faculty of Economics and Management Sciences; University of Lomé,
Lomé-Togo

Dissertation defended on the topic: "Perception of the Quality of Work Life and its impact on the teaching staff of private schools' loyalty in Togo: moderating effect of the career anchors".

- Bachelor of Science in Organization and
Human Resources Management Oct 2010 - Aug 2014

Faculty of Economics and Management Sciences; University of Lomé,
Lomé-Togo

- Baccalaureate Diploma Scientific Series, Sep 2005 - Jun 2008
Hihéatro General Education High School, (Hihéatro, Togo)

PROFESSIONAL EXPERIENCES

- Supervisor and Human Resources
Manager Nov 2020 - Nov 2021

Imprimerie le Sauveur du Groupe Jeunes Scientifiques Sarl-U, Lomé-
Togo

Staff recruitment,
Daily administrative management of personnel,
Drafting of employment contracts for commercial agents,
Evaluation of commercial agents' activities;
Participation in designing and proofreading documents

- Human Resources Officer Feb 2019 - Oct 2020
MRH CONSULT Sarl-U, Lomé -Togo

Analysis and selection of CVs, tests and interviews during the recruitment of staff, including for the French Development Agency (FDA); drafting of mission and activity reports; drafting of staff memos; drafting of employment contracts; active participation in the human resources evaluation mission for the New Cotton Company of Togo (NSCT),

Payroll management;

Drafting of administrative correspondence

Computer skills: Epi Data, SPSS, SPAD software

Computer Skills: MS Office software Word, Excel and Powerpoint

Labour law and social legislation

Sense of work organisation

Time and priority management

LINGUISTIC KNOWLEDGES

ENGLISH

FRENCH

CHINESE

HOBBIES

■ Music

■ Sport

■ Reading

QUALITIES

■ Humility

■ Active listening

■ Empathy

■ Resilience

■ Proactiveness and dynamism

■ Rigor in Working

■ Good interpersonal skills

drafting of tender documents

- Human Resources Officer

Jan 2018 - Jan 2019

SYL CONSULT-TOGO S.A, Lomé-Togo

Daily personnel management; Proposal and execution of business services; Preparation of administrative procedures manual; Staff recruitment process

- Temporary Agent

Nov 2016 - May 2017

National Social Security Fund of Togo (CNSS-Togo), Lomé-Togo

Computer recording of salary declarations and nominative lists of companies' personnel; control and processing of declared salaries; validation of insured persons' accounts.

EXTRA-OCCUPATIONAL ACTIVITIES

Data Entry Operator and Drafting Support Officer

Feb 2020 - Feb 2020

Project PAEIJ-SP, Lomé-Togo

Supervisory Officer at INSEED-TOGO in the Plateaux Region

Mar 2019 - Apr 2019

Institut National de la Statistique et des Etudes Economiques et Démographiques (INSEED), Atakpamé -Togo

Project to collect data on the activities of non-profit institutions (NPIs) in Togo

Data collection agent

Nov 2017 - Dec 2017

Institut National de la Statistique et des Etudes Economiques et Démographiques (INSEED), Akébou District

Data collection for the elaboration of the Poverty Map in Togo

INTERNSHIP

Intern in Human Resources Management

May 2014 - Jun 2015

EDI SERVICE Sarl, Human Resources Management, Accounting and Project Management Firm, Lomé-Togo

Digital classification of files, typing of administrative letters, prospection of clients, publication of calls for applications, follow-up of application files.

REFERENCE PERSONS

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