

ODUOLA OPEYEMI VICTORIA

HUMAN RESOURCES OFFICER

Demonstrates solid analytical, problem-solving and presentation skills to foster excellent relationships and credibility at all levels of organization. Self-motivated, driven and displays initiative to prioritize tasks and handle numerous assignments simultaneously. Enthusiastic worker with strong skill in communication, administration and multitasking. Well versed in documentation and reporting In-depth understanding of recruitment strategies on boarding procedures and compliance requirements. Hardworking individual with skills in word processing, time management and scheduling. Analytical problem-solver comfortable working in fast paced environments with minimal oversight. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills. To work in a challenging environment where development of career and character could be honed, so as to contribute positively to the attainment of the organization goals and also help to build and inculcate key values which includes; Integrity, Leadership, and Trust.

INTEREST & ACHIEVEMENTS

I possess a goal-oriented personality with a competitive spirit and a positive mindset. I have featured great ability to lead as an individual and also as a team member successfully with positive feedbacks. I have displayed great skills to learn with others in my areas of expertise without securing any negative safety and quality related issue.

WORK HISTORY

2018 – 09 –
2018 – 11

LEGAL INTERN

Funmi Roberts and Co, Ibadan

- Performed legal and general research, drafting memoranda and correspondence
- Provided assistance on compliance projects
- Participated in and took notes during meetings
- Took part in meetings both internal and at clients locations
- Organized legal filing system to maximize efficiency
- Researched statutes, decisions, legal articles and codes
- Promoted firm's value and brand, and researched legal market to target new accounts

CONTACT

Address

Iwo Road, Ibadan

Phone

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SKILLS

I displayed great skills and competence after series of training by experts which includes:

Proper and effective verbal and written communication.

Ability to understand verbal and non verbal cues.

Ability to use Microsoft word and excel.

Effective use of social media.

Active listening ability.

File and Records management.

Dependable and Responsible.

Complaint Resolution.

Office Management.

Human Resources Management.

Records Management.



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- Assisted attorneys with reviewing and organizing legal reports.

2020 – 02 – **HUMAN RESOURCES AND ADMINISTRATIVE ASSISTANT**

2021 – 09

Living Grace Ventures, Ibadan.

- Filed paperwork, sorted, and delivered mail and maintained office organization.
- Screened applicant resumes and coordinated both phone and in-person interviews.
- Delivered friendly assistance with new hires throughout interviewing and hiring process.
- Organized new employee orientation schedules for new hires.
- Coordinated employee training programs to improve productivity and performance.
- Answered and redirected incoming phone calls for office.
- Developed and implemented policies and procedures to use for recruitment, employee relations and benefits administration.
- Administered compensation, benefits, and performance management systems at direction of supervisor.
- Processed employee termination paperwork at direction of supervisory staff.
- Monitored employee attendance and performance to verify punctuality and absences addressing issues in accordance with company policies and procedures.
- Applied mediation and collaboration to successfully resolve employee complaints and grievances.
- Created and completed personnel action forms for hires, terminations, title changes and terminations.
- Conducted new hire orientation to verify completion of appropriate paperwork, recording information on human resources database.

LANGUAGES

ENGLISH

YORUBA



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- Developed and maintained HR policies and procedures.
- Updated and maintained employee attendance records.
- Aided with staff employee performance review paperwork and documentation.

2022 – 01 –

SCHOOL SECRETARY (NYSC)

2022 – 11.

Eagle Education Center, Benin City

- Communicated frequently with parents, students and faculty to provide feedback and discuss instructional strategies
- Planned and implemented integrated lessons to meet national standards.
- Assisted coworkers and staff members with special tasks on daily basis.
- Devised and implemented strategies to create and maintain cohesive school community within virtual classroom setting
- Implemented and encouraged debate style classroom environment to increase student engagement and promote critical thinking
- Worked cooperatively with other teachers administrators and parents to help students reach learning objectives
- Supervised learning groups of students in classroom stations
- Collaborated with faculty to develop after- school tutoring program for struggling students
- Graded and evaluated student assignments, papers and course work
- Instructed students in core educational principles, concepts and in-depth subject matter
- Encouraged creative thinking and motivated students by addressing individual strengths and weaknesses based on standardized testing results.



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- Processed students registration and withdrawals
- Performed clerical and administrative support duties to optimize workflow procedures.

EDUCATION

1. Exford Global Consult Limited – 2022.

Certifications

- General Health Safety and Environment (GHSE 1&2) Course
- Human Resources Management (HRM) Course
- Project Management Professional (PMP) Course
- Health Safety and Environment (HSE Level 3) Course

2. Institut Supérieur de Management Adonai – 2016 - 2019.

Degree Certificate

Bachelor of Science in International Relations (Second Class Upper)

3. Olodo Community Grammar School – 2014.

Senior Secondary School Examination Certificate

4. David Joel Group of Schools, Ibadan – 2011 - 2013.

5. Goodnews International High School – 2009 - 2011

6. Amiable Life Private School – 2004 - 2009.



REFERENCES

Will be provided upon request.



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