

SANNI AZEEZ ABOLADE

Human Resource Manager

PERSONAL DETAILS

Address: 16, Irepodun Street, Opp Babalola Estate, Along Odo-Ona Elewe Road, Orita Challenge, Ibadan.

Mobile line: 08166926111

Email: zizkliff@gmail.com

SKILLS

- Relationship Management
- Personnel Assessment
- Talent Acquisition
- Employment Law
- Presentation Skills
- Workforce Planning
- Staff Coaching & Mentoring
- Learning & Development

LANGUAGE

- English
- Yoruba

MEMBERSHIP & AWARDS

- Chartered Institute of Human Resources Management (*Associate Member*)

PERSONAL PROFILE

People-first HR-professional with progressive and significant experience in human resource and HR management jobs. Strategic and innovative HR professional who translates business vision into HR initiatives that improve performance, profitability, growth, and employee engagement. Looking to utilize expertise with small and medium organizations to work as team lead or manage the HR department.

EXPERIENCE

1. **First Bank Nigeria Limited** 2020 - till date

Service Executive

- Build customer relationships. Maintain and manage existing accounts.
- Disseminate basic technical knowledge of the products and services offered by the bank to internal and external customers.
- Assist banking customers who are victims of fraud, theft or identity theft

2. **Rehoboth Resource Publication Company** 2018-2020

Ass. HR Manager

- Perform administrative duties, such as maintaining employee database and sorting emails for the HR department.
- Maintain digital and electronic records of employees.
- Assist with the recruitment process by identifying candidates, performing reference
- Schedule meetings, interviews, HR events and maintain agendas.
- Process payroll and resolve any payroll errors.
- Keep up-to-date with the latest HR trends and best practices.

EDUCATION AND QUALIFICATION

Federal University of Agriculture, Ogun State.

BSc in *Agricultural Administration*

2016

Diploma in Business Management in Association with North – South Development Programme.

2005

PROFESSIONAL TRAININGS ATTENDED

- Chartered Institute of Human resources Management
Certified Personnel Manager
2022

REFEREES

Available on request.