




ONAJEMO OGHENWOGAGA JOSHUA


B.ENG

CONTACTS

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 Onajemo Joshua

EDUCATION

B.Eng – Chemical Engineering
2nd Class Upper
Niger Delta University.
2021.

CORE COMPETENCIES

- ERP
- HR Management
- Data Analyst
- Data Entry
- HR/Recruitment
- HR/Guidelines
- Strategic Planning
- Volunteering
- HR Business Partnering
- Office Administration
- Business Analyst

SPECIALIZATION AREA

Engineering

HR Management

Data Analyst

Business Analyst

PROFESSIONAL SUMMARY

- ▶ Outstanding personnel with 2+ years of success in HR management, Recruitment, Data analysis, Payroll preparation and administrative duties.
- ▶ Proficient at working with cross-functional teams to achieve corporate goals.
- ▶ Skilled at leadership, software analytical, ERP, SQL, Html, CSS, Python, PowerBI, Excel, Microsoft and Power Point
- ▶ Ability to develop plans that address the business need in an organization where productivity and revenue is used to determine success.

PROFESSIONAL EXPERIENCE

Human Resource Assistant **Jan 2022 - Date.**
Multiplan Nigeria Limited

1. Administer appropriate testing process for recruitment across the organization for transparency.
2. Monitoring of employee records, paperwork and ensuring they are kept up to date in line with statutory employment relations
3. Oversee employee integrity, health and safety status through pre-employment medical examination.
4. Manages the welfare support program of the organization including HMO, leave management
5. Provides necessary support to ensure HR provides timely and effective services across the organization
6. Assist in the implementation of performance management system
7. Provides necessary HR support

HR Data Analyst **February 2021 -Jan 2022.**
Multiplan Nigeria limited

1. Compile for various departments within the cross-functional teams MIS & Score cards, training analysis, updating and reporting.
2. Setup, collect and analyze data from various regions and departments.
3. Develop and implement data analysis, data collection systems and other strategies that optimize data reporting efficiency and quality.
4. Maintain confidentiality and a high degree of discretion.
5. Performs any other task as assigned.

HR Trainee **March 2019 – March 2020.**
Multiplan Nigeria limited.

1. Assist in the implementation of performance management system as well as Provides necessary HR support

PROFICIENCY

- ✓ Flexibility
- ✓ Accountability
- ✓ Multi-tasking
- ✓ Leadership
- ✓ Productivity
- ✓ Decision Making
- ✓ Communication
- ✓ Problem-Solving
- ✓ Critical Thinking
- ✓ Attention to Detail
- ✓ Strategic Planning

PROFESSIONAL QUALIFICATIONS

Member(In View) | Chartered Institute Of Personnel Management (CIPM)
2020.

CERTIFICATIONS

Professional In Human Resources.	HRCI, SHRM
Strategic Human Resources	HRCI, SHRM
HR Leadership And Strategic Impact	HRCI, SHRM
The Human Resource Hero	HRCI, SHRM
HR Strategic Work Force Planning	HRCI, SHRM
HR And Digital Transformation	HRCI, SHRM
HR Management And Leadership Skills	LinkedIn E-learning
HR Business Partner	HRCI, SHRM
Career In Data Analyst	NASBA 2022.

ACHIEVEMENT

Best Quality Observation Reporter MNL 2022
Completed Seat Projects For 40 Students NYSC 2021
3rd Best Graduating Student NDU(B.ENG) 2020

SKILLS ANALYSIS

- Communication, interpersonal, and organizational skills, whichStrong includes excellent time management skills
- Strong proven interpersonal & communication skills at all levels internal And external to the organization, both written and verbal.
- Excellent client management skills and experience
- Confident with strong leadership skills, creative thinker, self-starter, strong hunger to learn
- Strong client focus skills and sense of responsibility
- Commitment to service and delivering quality at all times
- Strong written and oral communication skills
- Consistent demonstration of organization, prioritizations, self-motivation, and problem resolution skills.

REFERENCE

Oluwatoyin Egwakhide (HRM MNL)
07036692896

Engr Amaechi Stanley (SHELL)
08068083666