

MUSTAPHA HABEEB OLUWASEGUN

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EDUCATIONAL BACKGROUND

University of Lagos, Lagos State, Nigeria Programme: Master of Industrial and Labour Relations (In view). Department: Employment Relations and Human Resources Management	2025
Chartered Institute of Personnel Management (In view)	2022
Obafemi Awolowo University, Ile-Ife. Osun State, Nigeria. Programme: Bachelor of Science, Accounting. Relevant Courses: Strategic Financial Management, International Financial Reporting and Standards, Performance Management, Taxation, Advanced Auditing.	2019
Institute of Chartered Accounting Nigeria (ICAN) Programme: Associate Accounting Technician, West Africa (AATWA). Cambridge International Examination.	2018 2015
Programme: Advanced Subsidiary Level and Advanced Level. Relevant Courses: Business Studies, Economics, Accounting.	
West African Examination Council (WAEC)	2013

WORK EXPERIENCE

EVERCARE HOSPITAL LEKKI Human Resources Business Partner <ul style="list-style-type: none">Assess manpower needs across hospital units, maintaining optimal staffing levels while adhering to a ₦500 million monthly salary budget.Ensure adequate manpower to meet performance targets and deliver high-quality patient care without exceeding budget constraints.Recruit skilled staff across medical, allied health, nursing, and administrative departments, significantly improving Time to Hire and Time to Fill metrics.Proactively address manpower gaps to maintain seamless operations.Manage an annual training budget of ₦250 million in collaboration with the HR Director to enhance functional and behavioral competencies, ensuring maximum ROI from training investments.Maintain a seamless onboarding and offboarding process to support smooth transitions and compliance, ensuring accurate documentation at every stage.Develop initiatives to boost retention and reduce burnout, promoting work-life balance through programs like Monthly Games, Hangouts, and Tea Time sessions	March 2025 – Till date
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Human Resources Associate**Sept. 2024 – Mar. 2025**

- Talent acquisition and selection – Analyze manpower requests, source candidates, and arrange interviews.
- Training, learning, and development – Assist in designing and coordinating training, L &D programs.
- Performance Management -Assist in implementing approved performance appraisal schedule, create awareness, educate HODs and managers, and monitor the review process with full documentation.
- Employee Relations – Assist in the preparation of all staff correspondence, letters, reference requests, etc. from employment to exit, management of staff records, grievances, and disciplinary issues.
- Compliance with all regulatory requirements related to Human resources.
- Other duties and responsibilities entrusted by the supervisor and hospital management.

HR/Admin Executive, Shalina Healthcare Nigeria Limited**March 2023 – August 2025**

- Implemented an optimized recruitment process that reduced time-to-hire by 30%, ensuring timely staffing for critical roles in a fast-paced pharmaceutical environment.
- Developed standardized interview protocols and assessment tools, resulting in more efficient candidate evaluation and selection.
- Successfully implemented updated policies and training programs to enhance compliance awareness among employees, reducing the risk of regulatory violations.
- Spearheaded employee engagement initiatives, including wellness programs, team-building activities, and recognition programs, leading to a 20% increase in employee satisfaction and retention.
- Implemented regular performance reviews and feedback sessions, resulting in a 15% improvement in employee performance and productivity.
- Identified opportunities for cost savings and process improvements within the HR and administrative functions, leading to a 10% reduction in operational expenses.
- Developed and implemented training and development programs tailored to the specific needs of employees in the pharmaceutical industry, focusing on technical skills, compliance training, and leadership development.
- Increased participation in training programs by 25% through targeted communications and incentives, enhancing employee competency and readiness to meet industry challenges.

People and Culture Officer**AAVA Brands Manufacturing Limited
(Makers of Lucozade Boost and Ribena)****July 2022 – February 2023**

- Designed the organization's organogram structure
- Construction of Job Description for all employees across the site and head office.
- Interview potential employees and ensuring a seamless transition into their new designations. Conduction of Induction for new employee.
- Initiated the Annual games to help raise awareness for AAVA CSR and promoting employee engagement.
- Provided an avenue for Team Bonding to help improve productivity.
- Computation of employee hours to collate data for payroll.
- Designed the organizational Newsletter.
- Liaise with all 3rd party stakeholders and contingencies.

- Weekly GEMBA site tour.
- Coordinate union meetings.
- Registration and documentation of new employees.
- Data collation and analysis.
- Improved employee, engagement, welfare, and social activities.
- Designed quarterly newsletter.
- Computation of Shift Allowance, weekend allowance and overtime.
- Conduction of interview for prospective employees.
- Conduction of induction for new employees.
- Management of employees, factory workers.

CERTIFICATIONS

- **ISO9001:2015InternalAuditors Certification 2023**
- **Professional Human Resources International 2023**
- Strategic Human Resources, **LinkedIn Learning 2022**
- Writing Articles, **LinkedIn Learning 2022** Data Science
- orientation, LinkedIn Learning 2021 Associate
- Accounting Technician, ICAN 2018
- DigitalMarketingand MediaFoundationsCertification,SHAWAcademy 2016

PROJECTS/ ACHIEVEMENTS/ AWARDS

- Best Graduating Student, GlobalCambridgeCollege 2015/2016
- 2nd Runner Up, Sigma Club Tertiary Essay Competition 2017/2018
- 2nd Runner Up, Obafemi Awolowo Sports Festival Basketball Competition 2017/2018
- Winner Obafemi Awolowo Interhall Basketball Competition 2017/2018
- Top 10 finalists Peter Drucker Essay Competition 2017/2018
- Winner Mr. Sprite Basketball Competition 2018/2019
- Winner 2nd edition of the Great Ife Basketball League (GIBL) 2018/2019
- 2nd Runner Up Propella Basketball Competition 2020
- 2nd Runner Up G29 Basketball Competition, Benin, Edo State 2021
- Leadership Training Exercise, Suntory, Agbara. 2021
- Food Safety Champion, Suntory, Agbara 2022

LEADERSHIP EXPERIENCE

Founder,Segundiscuss

- Led a team of 5 to create a blog that influenced the decision and practices of students on
- and off Obafemi Awolowo University Campus.

Captain, OAU Panthers

- Captainedateam of12playerstowinthe Great Ife Basketball League.

VOLUNTEER EXPERIENCE

TeamLeadHR Analyst,TheAnalystHub (Remote/Volunteer)

May 2024 – December 2025

- Coordinate the recruitment process, including job posting, candidate screening, interviewing, and selection.
- Facilitate new hire orientation and onboarding processes to ensure a smooth transition for new employees.
- Serve as a point of contact for employee inquiries, concerns, and grievances, providing guidance and resolution as needed.
- Conduct investigations into employee complaints or misconduct and recommend appropriate actions in compliance with company policies and regulations.
- Assist in developing and implementing performance management processes, including objective--setting, performance reviews, and feedback mechanisms.
- Support supervisors in addressing performance issues and implementing performance improvement plans.
- Coordinate employee training programs to enhance skills and competencies, in alignment with organizational goals and objectives.
- Identify training needs and recommend appropriate development opportunities for employees at all levels.
- Ensure compliance with federal, state, and local employment laws and regulations.
- Maintain up-to-date knowledge of HR best practices and industry trends and recommend updates to company policies and procedures as needed.

Team Lead Virtual HR Assistant, Project Get a Job (Remote/Volunteer)

January 2024 – May 2024

- Maintaining and implementing screening criteria for job seeker applications based on partner company job specifications.
- Conducting initial resume screening and identifying promising candidates for further consideration.
- Conducting pre-screening interviews to assess candidates' suitability and communication skills.
- Liaising with partner companies to clarify requirements and provide feedback on potential candidates.
- Assisting with registration and data management for job seekers and participating companies.
- Providing responsive virtual assistance on HR-related questions and concerns within the platform.
- Moderating live Q&A sessions and networking opportunities between job seekers and company representatives.
- Supporting the efficient collection and organization of job applications submitted.
- Assisting the Partner Manager with onboarding and training new partner companies on platform utilization.
- Managing communication with partners on HR-related aspects of job postings and recruitment strategies.
- Working with the Data Analyst to Analyze data and generate reports on partnership performance,
- highlighting recruitment outcomes and trends.
- Preparing materials and presentations for partner-focused events and webinars.

- Member, Student FinanceClub,ObafemiAwolowo University **2017 – 2020**
- Member, NUASA Quiz Team – Represented my department in questions **2015 – 2017**
- PVCsSensitization Committee, Servicom Vanguard, **NYSC 2022**