

# MUSTAPHA HABEEB OLUWASEGUN

14, Grace Avenue, Olowofela, Magboro, Obafemi Owode, Ogun State.

Mobile Number: +2348037393578 | Email: Mustaphasegun937@gmail.com

## EDUCATIONAL BACKGROUND

### University of Lagos, Lagos State, Nigeria

Programme: Master of Industrial and Labour Relations (In view).

2025

Department: Employment Relations and Human Resources Management

### Chartered Institute of Personnel Management (In view)

2022

### Obafemi Awolowo University, Ile-Ife. Osun State, Nigeria.

2019

Programme: Bachelor of Science, Accounting.

Relevant Courses: Strategic Financial Management, International Financial Reporting and Standards, Performance Management, Taxation, Advanced Auditing.

### Institute of Chartered Accounting Nigeria (ICAN)

2018

Programme: Associate Accounting Technician, West Africa (AATWA).

### Cambridge International Examination.

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

March 2025 – Till date

#### Human Resources Business Partner

- 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

**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.

**Human Resource Officer, Suntory Beverages, and Food, Nigeria**

**(Producers of Lucozade Boost and Ribena)**

**August 2021 – June 2022**

- 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**

- ISO9001:2015 Internal Auditors 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
- Digital Marketing and Media Foundations Certification, SHAW Academy 2016

## **PROJECTS/ ACHIEVEMENTS/ AWARDS**

- Best Graduating Student, Global Cambridge College 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**

- Captained a team of 12 players to win the Great Ife Basketball League.

# VOLUNTEER EXPERIENCE

<b>TeamLeadHR Analyst,TheAnalystHub (Remote/Volunteer)</b>	<b>May 2024 – December 2025</b>
<ul style="list-style-type: none"><li>Coordinate the recruitment process, including job posting, candidate screening, interviewing, and selection.</li><li>Facilitate new hire orientation and onboarding processes to ensure a smooth transition for new employees.</li><li>Serve as a point of contact for employee inquiries, concerns, and grievances, providing guidance and resolution as needed.</li><li>Conduct investigations into employee complaints or misconduct and recommend appropriate actions in compliance with company policies and regulations.</li><li>Assist in developing and implementing performance management processes, including objective-setting, performance reviews, and feedback mechanisms.</li><li>Support supervisors in addressing performance issues and implementing performance improvement plans.</li></ul>	
<ul style="list-style-type: none"><li>Coordinate employee training programs to enhance skills and competencies, in alignment with organizational goals and objectives.</li><li>Identify training needs and recommend appropriate development opportunities for employees at all levels.</li><li>Ensure compliance with federal, state, and local employment laws and regulations.</li><li>Maintain up-to-date knowledge of HR best practices and industry trends and recommend updates to company policies and procedures as needed.</li></ul>	
<b>Team Lead Virtual HR Assistant, Project Get a Job (Remote/Volunteer)</b>	<b>January 2024 – May 2024</b>
<ul style="list-style-type: none"><li>Maintaining and implementing screening criteria for job seeker applications based on partner company job specifications.</li><li>Conducting initial resume screening and identifying promising candidates for further consideration.</li><li>Conducting pre-screening interviews to assess candidates' suitability and communication skills.</li><li>Liaising with partner companies to clarify requirements and provide feedback on potential candidates.</li><li>Assisting with registration and data management for job seekers and participating companies.</li><li>Providing responsive virtual assistance on HR-related questions and concerns within the platform.</li><li>Moderating live Q&amp;A sessions and networking opportunities between job seekers and company representatives.</li><li>Supporting the efficient collection and organization of job applications submitted.</li><li>Assisting the Partner Manager with onboarding and training new partner companies on platform utilization.</li><li>Managing communication with partners on HR-related aspects of job postings and recruitment strategies.</li><li>Working with the Data Analyst to Analyze data and generate reports on partnership performance,</li><li>highlighting recruitment outcomes and trends.</li><li>Preparing materials and presentations for partner-focused events and webinars.</li></ul>	
<ul style="list-style-type: none"><li>Member, Student Finance Club, Obafemi Awolowo University <b>2017 – 2020</b></li><li>Member, NUASA Quiz Team – Represented my department in questions <b>2015 – 2017</b></li><li>PVC Sensitization Committee, Servicom Vanguard, <b>NYSC 2022</b></li></ul>	