

# UMOH, PROMISE NKEREUWEM

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## **Professional Summary**

I am a result-centered HR professional with a strong background in talent acquisition, HR administration, and employee relations. I am experienced in web3/blockchain recruitment with a proven track record in attracting top talent with expertise in blockchain technology. Over the years, I have demonstrated the ability to effectively support HR initiatives and contribute to organizational success. I am skilled in conducting recruitment activities, streamlining onboarding processes, and maintaining accurate employee records. I am also excellent at providing exceptional administrative support. Furthermore, I am committed to fostering positive employee experiences and optimizing HR operations to drive organizational growth.

## **WORK EXPERIENCE AND ACCOMPLISHMENTS**

**Organization:** Xapic Technologies  
**Date:** October 2022 – till date  
**Position:** Talent Acquisition Specialist

### **Job Description**

- Led end-to-end talent acquisition process for web3 positions, including sourcing, screening, and interviewing candidates with expertise in blockchain, decentralized finance, and other web3 technologies.
- Collaborated with hiring managers to understand their specific talent requirements and developed customized recruitment strategies to attract top talent in the web3 space.
- Utilized innovative sourcing techniques, such as leveraging online communities, social media platforms, and industry events, to identify and engage with web3 professionals.
- Managed candidate pipelines, conducted thorough assessments, and facilitated successful candidates' negotiation and onboarding processes, ensuring a positive candidate experience.

**Organization:** ZL Global Alliance Nigeria Limited, Akure, Ondo State, Nigeria.  
**Date:** November 2021 – October 2022  
**Position:** Administrative Executive/HR Assistant

### **Job Description**

- Collated, analyzed, and summarized departmental reports from the various units and provided a summary to HR and other members of management.
- Supervised performances and progress levels of programs within the various units alongside HR. I also organized and documented minutes of meetings for weekly performance review meetings
- Created monthly content calendar and also managed social media accounts
- Managed reports for fleets and operations department and collected data for the various High Net-worth Individuals (HNI's)

**Organization:** GAD Solution Pty Ltd  
**Date:** December 2019 – September 2021  
**Position:** Human Resource Assistant

### **Job Description**

- Managed end-to-end recruitment process, including sourcing candidates, conducting interviews, and making hiring decisions alongside HR.
- Developed and implemented employee training programs to enhance skills and knowledge within the organization alongside HR.
- Handled employee relations matters, including conflict resolution, disciplinary actions, and performance management alongside HR.
- Maintained accurate and up-to-date employee records, ensuring compliance with legal and regulatory requirements.

### **TECHNICAL AND PROFESSIONAL SKILLS**

- Proficient in the use of computer packages such as Microsoft Word, Excel, PowerPoint, Corel Draw, etc.
- Administrative oversight, inquiry response, and resourceful research and business writing
- Project management and human resource management skills
- Ability to balance priorities and coordinate work effectively
- Strong writing, communication, and analytical skills
- Goal-mindedness, performance management, and problem-solving skills.

### **PROFESSIONAL CERTIFICATION, QUALIFICATION AND TRAINING**

- Technical Recruitment Certified Professional – (DevSkiller) 2023
- National Youth Service Corps (NYSC) - 2022
- Project Management Professional (PMP) - International Institute of Project and Safety Management (IIPSM) 2022
- Human Resources Management Professional (HRMP) - International Institute of Project and Safety Management (IIPSM) - 2022
- Google Digital Skill for Africa – Fundamentals of Digital Marketing – 2022
  - Introduction to Graphics Design & Branding – Caddsoft ICT Academy/Reactivate Africa Foundation - 2021

### **ACADEMIC QUALIFICATION**

- BSc. Economics, University of Uyo, Akwa Ibom State, 2021, **Second Class Honours** (Lower Division)

### **PERSONAL DATA**

Gender: Male  
 Date of Birth: April 10th, 1997  
 Marital Status: Single  
 Nationality: Nigerian  
 State of Origin: Akwa Ibom  
 LGA: Nsit Ibom

### **HOBBIES**

Creative writing/research, Music, and Sports

### **REFEREES**

Available on Request