

PERSONAL STATEMENT

A process-oriented professional Dedicated and results-driven Human Resource Officer with over 3 years of experience in administrative roles and training & development. Proven ability to effectively manage HR operations, enhance employee engagement, and implement strategic training programs. Recognized with the Employee of the Quarter award in 2023 for achieving outstanding results, including a notable 24% increase in training revenue and a remarkable 70% improvement in social engagement and rebranding efforts.

EDUCATION

UNIVERSITY OF NIGERIA, NSUKKA | B.A - ARCHAEOLOGY AND TOURISM

SKILLS

- Communication & Presentation – Slack, Zoom, Teams, Canvas etc.
- Client Management
- Product Design
- Google Workspace – Meet, Sheet, Slides, Doc, Forms etc.
- Microsoft365 – Excel, Word, PowerPoint, Outlook etc.
- Customer Support – Odoo

CERTIFICATIONS

- Human Resource Associate Professional Certificate (In View)
- Jobberman Accelerated Soft Skill Training
- Google User Experience Designer
- Front End Development (React)

WORK EXPERIENCE

FCMB GROUP

Lagos, Nigeria

Oct 2024 - Present

Human Resources Assistant

- Assist with creating detailed job descriptions and specifications.
- Schedule and coordinate interviews with candidates and hiring managers.
- Assist in the preparation of onboarding and employee documentation.
- Track and update the leave calendar to ensure accurate records of employee time off.
- Assist in sending out confirmation references for employees when needed.
- Create and design birthday shout-outs for internal communication.
- Assist with employee engagement activities and event coordination.
- Maintain and update filing systems, ensuring all employee records are accurate and up to date.
- Assist with the collation of NSITF, ITF & PENCOM receipts and other necessary documents for compliance purposes.
- Create write-ups for the Policy Week campaign
- Assist with learning, development & Mentorship and internal rotation

Tom Associates Training

Lagos, Nigeria

March 2023

Learning & Development Officer

- Coordinate training, conferences, webinar, and other learning events (HR Interface).
- Maintain business relationships with the company's program facilitators on schedule, dates, and times with constant reminders.
- Maintain business growth relationships with all existing and new clients attending our training which results in a 90% retention rate.
- Get accurate briefs for proposals for potential clients with about an 80% success rate.
- Work with a team of four to maintain effective track records of all inquiries, registrations, training orders, and account payables.
- Design a range of learning and development interventions, including technical, behavioral, and leadership programs, and work with external partners where relevant.
- Facilitate learning interventions across the business, such as job rotation and knowledge-sharing sessions which give a 30% work productivity rate.

Graduate Intern (Product Design) -Innkeeper Academy

Mar 2022 - Feb 2023

- Worked alongside a team in developing the UI/UX of the web application <https://www.innkeeper.work> using Figma.
- Worked alongside a team in developing the UI of the web application <https://www.8thgearpartners.com> using Figma.