ABIODUN S. RABIU

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PERSONAL DATA

Gender:	Male
Marital Status:	Single
Nationality:	Nigerian

SUMMARY

An experienced HR professional, responsible for implementation of people strategies & solutions in Corporate, Production and Technical business units of FMN, supporting employees and line managers in delivering value adds, optimal human capacity utilization, and driving people oriented initiatives for organisational development.

My professional career started with a robust Trainee Programme in the Manufacturing Systems Department, this gave me a good understanding of the business environment and how each business function interact in an End-to-End process across the business value chain. After this, I moved to the Human Resources Department where I have gained experience in Talent Acquisition & Development, Compensation and Benefit, Performance Management, industrial Relation etc.

ACHIEVEMENTS

- Reduced turnover through effective employee engagement and recognition in the Technical Department.
- Maintained outstanding and exceptional performance for 4 years by consecutively meeting more than 80% of Objectives set for the financial years.
- Improved Technical and Production employees' skills through the development of Skill-gap Matrix to identify gaps in employees' skills thereby using different interventions to upskill the employees.
- Improved the HR Team efficiencies by developing various Standard Operating Procedures
- Reduced absenteeism by 90% by liasing with LMs and Business Unit Heads to strategically reform shift pattern

WORK EXPERIENCES

HR/Admin Generalist/Recruitment Specialist (Flour Mills of Nig. Plc)   **2015-present**

- Managing the Recruitment Process using the standard recruiting and hiring practices and procedures necessary to recruit and hire a superior workforce.
- Liaising with hiring managers, functional heads and necessary stakeholders to identify staffing gaps and drive recruitment process to ensure right talents are hired at the right time.
- Determining selection criteria and sourcing potential candidates through different channels.
- Planning interview and selection procedures, including screening calls, assessments and in-person interviews
- Design job descriptions and interview questions that reflect each position's requirements
- Developing HR Strategy and people agenda which enables sustainable performance and growth of human capital development.
- Implementing Reward and Benefit packages for new hires according to the business' salary structure and experience of potentials.
- Managing employee induction, development, and training.
- Coordinating performance management and improvement systems with the use of PMS Tool.

- Managing Technical, Production and Corporate services of the business to ensure the continuous availability of quality personnel in the right state of mind, quantity and at the right time for the purposes of achieving the Organisation's overall goals and objectives
- Provide first line advisory services to employees in assigned business unit with respect to HR transactional and specialist services
- Employee relations and engagement.
- Collaborating with the Safety, Health and Environment Department in creating a safe work-environment.
- Managing employee and General Administration; disciplinary procedure, leave, loans implementations etc.

HR Assistant (Piceco Nig Ltd, seconded to Golden Pasta, FMN))   **2015**
- Effective use of biometric applications in enrolling new employees, monitoring absenteeism, lateness.
- Prints, sorts, and distributes payroll hour's reports for verification and adjustment by team leaders on a daily basis.
- Reviewing time sheets, work charts, wage computation, and other information in order to detect and reconcile payroll discrepancies
- Provides training to new employees on the use of the Time and Attendance Machine
- Maintains separate logs on vacation, leave entitlements, and changes in employee information
- Managing employee verification and ensuring the accuracy and correctness of information contained in staff records and files.

TRAININGS/CERTIFICATIONS

- ISO 9001:2015 QMS Implementation and Audit Course   2017
- Train-the-trainer Course   2018
- Advanced Human Resources Management   2019
- Strategic HR Analytics   2020
- FSSC 2020 Awareness Course   2020

EDUCATION

- Bachelor of Science in Economics (In-view)   2021
- National Diploma in Computer Science   2012

SKILLS

- Effective Communication and presentation skills
- Continuous Improvement skills
- Microsoft Office packages such as Outlook, Word, Excel, Project and Power Point and other Analytics tools
- Effective use of Microsoft Dynamix AX 2012
- Effective use of HRIS (Performance, Leave, Time & Attendance etc)
- Time Management using different HRIS Softwares.

HOBBIES

- Researching
- Coding
- Mentoring.