

Aanuoluwapo Oluwafemi

-Email me on Indeed: <http://www.indeed.com/r/Aanuoluwapo-Oluwafemi/05d13c8c1f750b56>

Assistant Human Resources Manager.

STATEMENT I am energetic management professional, versed in Administration – Human Resource Management. I am extremely organized with the ability to work both independently of own initiative or as part of a successful team, demonstrating the motivation and multi-tasking abilities required to meet demanding deadlines while maintaining the highest of standards.

I combine a professional and confident approach with excellent interpersonal skills and can communicate concisely at all levels.

I look for the position of a Skilled HR Assistant with Placed where 2 years of experience working in an office environment performing human resources functions will be applied to effectively answer all incoming calls for the department, assist with recruiting and hiring efforts, and arrange meetings and conferences for the department manager as instructed.

Also, coming with excellent written and verbal communication skills, proficiency with Microsoft Office, strong organizational skills, and strong attention to detail.

OBJECTIVE To demonstrate total commitment towards realization of organizational goals through learning and sharing of knowledge, while achieving personal development on the go.

Work Experience

Experience Human Resource & Administrative

OOMS-CHARIS LTD - Lagos, GU

January 2022 to Present

Maintaining of employee records (soft and hard copies), Updating HR databases, Assist in payroll preparation and providing relevant datas, like absences, bonus and leaves, Prepare paperwork for HR policies and procedures, Process employees' requests and provide relevant information, Coordinate HR projects, meetings and training seminars, Posting of job ads on careers pages and process incoming resumes, Manage the department's telephone centre and address queries accordingly, Prepare reports and presentations for internal communications, Provide orientations for new employees by sharing on-boarding packages and explaining company policies. Executing background checks on new recruits.

Assistant Human Resource

MANAGER: OPEN ACCESS CONSULTING LIMITED - IKEJA, LAGOS STATE.

January 2022 to January 2022

My responsibilities includes and not limited to; Creating and Managing HR database, executing background verification, sorting applicants CV for interview, conduct interview with other professional HR, creation of contents related to services rendered by the organisation, administer CIPM student to different online class and working closely with different HR professionals.

Brand Influencer

GUINNESS NIGERIA PLC - Lagos, GU

January 2018 to December 2019

Promotion of brand (orijin drink) via digital marketing.

Front Desk Officer

ALWAJUD AND SONS ENTERPRISE - Lagos, GU

January 2017 to December 2018

Assisted in performing minor administrative functions.

COMMUNICATION Working closely with my Line Managers on HR affairs.

CERTIFICATIONS Rahn Wesley Institute of Management - HUMAN RESOURCE MANAGEMENT

Global Value-Link - PAYROLL ENTRY AND ACCOUNTING SOFTWARE

Jobberman - SOFT SKILLS CERTIFICATION

British International Safety Organisation - HEALTH & SAFETY AT WORK (HSE I)

British International Safety Organisation - RISK ASSESSMENT PRATICAL APPLICATION (HSE II) British

International Safety Organisation - ENVIRONMENTAL AWARENESS (HSE III)

Nestle Needs Youth (Nesternship)

- How to Build Your Personal Brand

Department of Petroleum Resources - ENVIRONMENTAL IMPACT ASSESSMENT

Basic First Aid/cpr

Novelle Center

Crefl Language Professionals - CERTIFICATION IN FRENCH (A1-B1)

Education

Bachelor of Science in Industrial Relations and Personnel Management

LAGOS STATE UNIVERSITY, OJO, LAGOS STATE

Skills

- SKILLS & Fast and Creative Thinker
- ABILITIES Ability to Maintain Confidentiality
- Strong Emotional Intelligence
- Literacy and experience with MS Office applications
- Knowledge of labor legislation
- Excellent organizational and time-management skills
- Effective Communication Skills
- Team Work
- Good Interpersonal relationship
- Attention to detail

Certifications and Licenses

First Aid Certification

CPR Certification