**Francisca Ngozi, OKOCHA (ACIPM)**

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**CAREER PROFILE**

* A self-motivated Administrative Professional and Chattered Human Resource Professional with over 7 years’ experience supporting recruitment, screening interviews, reference checking, organisational operations and implementing administrative systems in the Administrative Department.
* Possess over 5 years’ experience assisting in managing general human resource administration, payroll and compensation functions.
* A committed team player that ensures excellent delivery of assigned tasks and sees every challenge as an opportunity to learn something new that ensures the organisation’s growth, looking to secure a challenging role in the payroll unit.

**COMPETENCIES**

* Solution oriented Excellent numeracy skills
* Skilled in recruitment and sourcing Good listening abilities
* Willingness to try new things Flexible and quick to learn
* Strong analytical capabilities Good critical thinking skills
* Ability to interface productively with others Proficient in the use of Microsoft Excel
* Skilled in negotiations & Supply chain management Good project management abilities
* Excellent communication abilities

**PROFESSIONAL CERTIFICATION**

Professional Diploma, Human Resource Management 2013

**PROFESSIONAL AFFILIATION**

Associate Member, Chartered Institute of Personnel Management [CIPMN] 2013

**PROFESSIONAL EXPERIENCE**

**Estate Office, 2nd Avenue Estate, Ikoyi, Lagos**

**Human Resource/Administrative Officer June 2013 till date**

* Performing duties such as candidate screening that includes background and reference checks
* Provides HR Support for over 10 staff, assisting employees in sorting issues related to work environment, HR policies, performance review and payroll administration
* Preparing and maintaining employees' records and estate’s resident records
* Providing detail information to new employees regarding company's policies and benefits
* Managing and reviewing company’s time card system
* Creating monthly reports related to recruitment, headcount, terminations and compensation
* Work with the Human Resource/ Administrative Manager to established job requirements and skill competencies criteria used in hiring processes
* Performing on-boarding and organising trainings for new employees
* Created company’s employee handbook and HR policies
* Managed onboarding and off-boarding formalities, issued offer letters and conducted exit interviews
* Acts as liaison officer between the organisation and vendors
* Collection of dues and levies from tenants
* Interfaces with landlords, tenant residents and local vendors from time to time on facility related issues
* Manages procurement and reviews quotation from local contractors

**Achievements**

# Introduced a proper logging-in system for the estate staff, thereby improving record keeping system

# Cut-down expenses by 35% and saved the company about 1 million naira annually

# Office Clerk June 2010 - June 2013

# Managed the basic book keeping task and issued, invoices, cheque books etc.

# Assisted in the office management and organisation procedure

# Managed the office supply desk

# Attended and took minutes of meetings

**Ministry Of Finance, Kebbi State (NYSC) September 2007- September 2008**

**Budget and Economic Planning**

* Processed and maintained home loans applications and request
* Front desk officer, received and attended to clients and callers
* Assisted in preparing the state’s economic and statistical bulletin
* Performed data entries and maintained filing records
* Other ad-hoc duties assigned by the ministry’s financial secretary from time to time

**EDUCATION**

* **B.Sc. Banking and Finance**

University of Benin, Edo State 2006

* Senior Secondary School Certificate

Aunty Ayo’s International School, Lagos State 2002

**TRAININGS**

* Microsoft Excel Training 2017
* Certificate in Desktop Publishing/Database 2007

**HOBBIES**

Reading and learning about new developing tools, social networking, traveling and watching movies