**OLUWOLE, Olalekan Alaba**

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**CAREER OBJECTIVE:** A Partly Certified Human Resources Professional with over 2 years’ experience in the position as Human Resources Generalist and more than 4 years in the Human Resources industry, seeks to establish a career with Atlas Copco Nigeria as HR Generalist Specialist. Over the years I have been involved in the growth and development of human resources in the companies I’ve worked with. I hope to share my experience and expertise with your company and contribute to the optimization of the human asset.

**WORK EXPERIENCE:**

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| **Name Of The Company** | **Position, Duties and Achievement** | **Duration** |
| **Clina lancet laboratories**  **3, Babatunde Jose Street, Victoria Island** | **Designation: Human Resources Officer**   * Conducts employee training, induction and orientation. * Sourcing candidates via recruitment agencies and job online advertisement. * Review, update and maintain proper filing and processing such as tax form, pension and employees’ medical insurance policies. * First point of call for employee’s grievances in their work engagement level and implement corrective measures for them or refer to the HR Manager for appropriate action. * Responsible for Salary and Pension Account Opening for new employees with the company designated bank and PFA of choice for employee. * Maintain employees’ leaves, medical and attendance record. Keeping track of employees’ attendance / absenteeism and report to Human Resources Manager. * Work with senior management and medical staff to develop HR plans necessary to achieve business and clinical objectives. * Screening the candidates by resume shortlisting, phone interview and personal interviews with coordination with the concerned departments & background verification of the shortlisted candidates. * Schedule and partake in exit interviews to identify reasons for employee resignation or termination of contract of employment. * Handle loan request of staff after obtaining necessary approval and forward it to account department for processing and payment. | **Working since 3rd March 2016 Till date.** |
| **Kolagbodi Memorial Foundation, 236 Lagos Abeokuta way, super bustop ,Lagos** | **Program Assistant/Administrative Officer:** Kolagbodi Foundation is a pro labour organization concerned with education, building and empowering of the working class. Activities performed revolve around planning, research, administration and programs. Task includes: building strategic relationship with partners on policy and programs which are in line with the core mandate of the foundation.  • Identified and build relationships with development agencies, policy, and research organizations like MLS which are critical t delivering our objectives and programme  • Established and maintained relationships with key contacts in strategic partner organizations  • Represent the foundation at relevant networks, workshops, seminars and policy events  • Developed ideas and projects for formal collaboration with targeted development agencies, policy, and research organization.  Contributed to design and development of project proposals  •Assisted the secretariat in drafting technical and financial proposals to secure funding.  Worked with Secretariat team in ensuring that member expertise is best used to inform the development of research, policy and programme on core labour and political issues.  • Contributed to relevant policy debates and discussions ensuring kolagbodi has increasing policy influence on labour issues.  •Assist the Program Coordinator on various activities of the organizations and participate in the meetings, workshops and seminars of the foundation.  •Assist the programme coordinator with communication & coordination of KMF foundation Partners, Sponsors and other stakeholders, e.g. Friedrich Ebert Stiftung Nigeria Office, NGOs, Civil societies and trade unions.  •Maintained and update the office filing system.  •Maintained equipment and ensure all office assets are in good running condition.  •Responsible for Sourcing, Booking and Arranging the venue for seminars, meetings and programmes.  •Maintained stock book assets, record book and physical verification of Inventory and reporting. | **Nov 2014 to 25th Feb, 2016** |
| **Lagos State Education District IV(NYSC), 8 McEwen Street, Sabo Yaba.** | **Designation: Welfare officer (Personnel Department)**   * Prepare insurance claim of deceased staffs. * Create Files and Handle Posting of newly recruited staffs * Document and prepare medical access cards for sick staffs to visit hospital. * Prepare the retirement benefit of retired staff and sent to appropriate officer for processing. * Ensure speedy processing of Staff (Teaching and Non-Teaching) documents/request for Loan, Pensions, and Retirements Letters etc. | **30th May 2013 To 30th June, 2014.** |
| **Beam of Delight Limited**  Plot II, Block 6, Regun Keyoolu Estate, Obafemi Awolowo Way, Ikorodu, Lagos | **Designation: Human Resources/Admin Officer** I coordinated and successfully managed all office operations (Administration, Human Resources, Inventory and Account) communicating with various vendors and suppliers to ensure prompt achievement of organization and staff needs.   * Personnel Recruitment: Evaluating resumes/Employee induction/Maintenance of HR records/Preparing of Employment contract for staff and associated logistics/Assist finance in preparing payroll/Credentialing of staff /Verifies references and referees. * Developed Human Resources plans& policies: defined overall strategic HR development plans/ Preparing employee handbook and policies/Researching compensation trends and formulating plans/ Developing and implementing disciplinary policies. * Facilitated communication between the technicians and management, resolved issues and misunderstanding between staff. | **Nov 2012 – May 2013** |
| **Daily Capital Microfinance Bank**  132, Muritala Mohammed Way, Ebute Metta, Lagos State. | **Designation: Business Relationship Officer**  Responsible for increasing customer base, opening of accounts for new customers and deposit generation and selling of company loan facility and accessing and recommending client for credit facility   * Carry out recovery action on non performing credit facilitates on assigned accounts. * Collection of cash and cheques on daily basis from customers and logdement in the bank. * Preparation of credit assessment memo for customers seeking for loans and making recommendations. | **Aug 2008 –March 2009** |
| **Derry Clinics**  **2A, Nuru – Oniwo Street,Aguda, Surulere,Lagos** | **Designation: Account Clerk**   * Manage and maintain the petty cash book. * Identifies and resolves patient billing complaints. * Stock verification and taking inventory of hospital equipment and managing hospital asset. * Prepare cheque run for approval on a weekly basis and record into the register. * Maintains billing files/records by batch in accordance with the established protocol. * Maintain a filing system for accounts receivables and payable records, attends to invoice submitted by suppliers and contractors for speedy processing and payment. * Collate suppliers’ invoices for processing, reconcile supplier statements with records and report any discrepancies to Accountant. | **May 5th 2006- July 30th 2008** |
| **Peace Nursery and Primary School**  **15, Ayetoro Street Aguda, Surulere Lagos** | **Designation: Account Clerk**   * Handle the School Petty cash. * Record and process payments of goods and services. * Lodgement of cash and cheques in corresponding banks. * Writing of receipt for payment made by customers and responds to and resolves account/Payment queries. |  |

#### Qualifications:

* B.SC Psychology, University of Ado-Ekiti, Ado-Ekiti, Nigeria2012
* OND Accountancy, Osun State Polytechnic, Iree, Osun State. 2006
* Sanya Senior Grammar School, Surulere, Lagos. 2003

**Trainings Attended**

* Practical Applications on Full Modules-SAGE-LINE 50 by Lead Hire Training Limited.
* Human Resources Management Training by Cecil Consulting, Unilag Akoka Lagos.
* Advance Microsoft Word& Excel 2013 Version by Lead Hire Training Limited.
* Customer Service Training by Total Health Trust, Palmgrove, Lagos
* Practical Applications on Full Modules SAP-ERP (FICO &MM) by Uranium Technology Ltd, Ikeja

**Locum /Volunteers Job:**

* Project Administration Officer (Awoye Health Initiative, a USAID sponsored project aimed at reducing incidence of maternal death and advocating the use of health facilities by the communities instead of birth attendants)
* Finance Assistant : Avon Medical Surulere.
* ACIS Youth School: Volunteer Teacher: (Subject taught are Account, Economics, Commerce and Civic Education).
* Active Educator of Slum to School Project in Makoko area of Lagos.

**Professional Training**

* Member, Institute of Customer Relations Management
* Student Member, Chartered Institute of Personnel Management (Professional Stage I)
* Institute of Chartered Accountant of Nigeria (ICAN Student Member)

### Skills and Qualities

* Comfortable planning and delivering multiple activities under pressure to strict deadlines and high levels of precision.
* Strong Interpersonal Skills
* Time Management Skills
* Knowledge of Employment Law
* Management of Material Resources
* Systems Analysis and Evaluation
* Able to communicate complex issues in a concise, accessible and engaging way.
* Able to work as part of a team in a co-operative and supportive way.

### Personal Profile:

Sex : Male

Marital Status : Single

Languages Known : English and Yoruba

**Reference:** : Available on Request.