

David Ikotun

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PERSONAL PROFILE

Highly organized and detail-oriented HR Administrator with over 5 years of experience in managing HR functions, including recruitment, employee onboarding, benefits administration, and compliance. Adept at streamlining HR processes, maintaining accurate records, and fostering positive employee relations. Proficient in HRIS systems and dedicated to supporting organizational goals through effective human resource management. Seeking to leverage expertise to contribute to a dynamic HR team.

Key Skills

- HRIS (Human Resource Information Systems) management
- Recruitment, onboarding and payroll processing support
- Employee relations and engagement, performance management
- Benefits administration
- Compliance with labor laws and regulations
- Organizational, time management skills, data analysis and reporting
- Excellent in managing and prioritizing tasks
- Attention to detail and accuracy
- Report generation and data visualization
- Excellent analytical and problem-solving abilities
- Excellent communication and interpersonal skills
- Ability to work independently and collaboratively

EMPLOYMENT HISTORY

Silvacare Limited

Human Resource Assistant

August 2023 - Date

Roles & Responsibilities:

- Provided administrative support to the HR department, including scheduling meetings, preparing documents, and maintaining files.
- Assisted with the recruitment process by posting job openings, screening applications, and coordinating interviews.
- Processed new hire paperwork and conducted orientation sessions for new employees.
- Maintained accurate employee records and updated HRIS with employee information.
- Assisted with benefits administration, including enrollment, changes, and terminations.
- Supported employee relations by addressing employee inquiries and resolving issues.

Frantec Limited

Personal Support Worker/Human Resources Admin

Janaury 2023 - August 2023

Roles & Responsibilities:

- Frequent health checks and checking and ordering supplies
- Providing physical and emotional support
- Managed comprehensive employee benefit programs, ensuring accurate enrollment, communication, and compliance with regulatory requirements
- Actively participated in training and development programs to augment customer support skills and remain current with industry best practices
- Thrived in a dynamic, fast-paced environment, adeptly adjusting to evolving customer needs and shifting company policies and procedures.
- Ensuring that supplies and medical equipment are replenished

- Supporting and helping with personal and healthcare needs
- Expertly identify and resolve customer concerns, showcasing strong problem-solving abilities and an unwavering commitment to customer satisfaction
- Deliver exceptional customer service by promptly addressing inquiries, resolving issues, and fostering positive customer experiences
- Encouraging and supporting the development of personal skills through hobbies and interests
- Working with other healthcare professionals to ensure that all care needs meet the highest possible standard
- Streamline candidate screening and onboarding processes to attract top-tier talent aligned with organizational objectives

FIRST BANK OF NIGERIA PLC

Customer Service Officer/KYC/AML Analyst

March 2019 – September 2022

Served as a valued member of the registration team, diligently ensuring the meticulous compliance of applications with Anti-Money Laundering (AML), Politically Exposed Person (PEP), and Risk assessment protocols.

Roles & Responsibilities:

- Adhere to policy and procedures in the completion of end to end review
- Executing identification and address verification procedures alongside account monitoring to determine value of new money and level of activity anticipated
- Clients types include among others – FCB's, Banks, NBFI and Trust funds and corporate, across all jurisdiction
- Assisting in the management of complex client relationships and new account setups.
- Screen client and all related parties against relevant screening tool(s), with the view to identifying PEP and / or adverse news
- Ensure creation of accurate KYC profiles on internal systems.
- Support relationship manager in bringing new customer portfolios on board with the bank and to satisfy technical and complex KYC requirements.
- Screening of clients (EDD) - Enhanced Due Diligence.
- Clients types include among others – PEP's, Royal family-members, Connected parties and Money Service Business (MSB)
- Review and prepare all KYC documentation ready for KYC approval by KYC team Managers.

Education & Qualifications

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| • M.Sc. Management (International) | 2023 |
| • B.Sc. Banking and Finance | 2016 |
| • Dip. Banking and Finance | 2006 |

References

Available on request