

# Lara Okonyaia

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## Summary

I have over six years of experience in human resources and my core competencies include HR reporting, payroll management, talent sourcing, compensation and benefits.

I have successfully pioneered key projects that enhanced the HR and payroll processes of PropertyPro Africa, leading to significant reduction in employee turnover rate, cost-efficiency, and improved collaboration. I am eager to join an organization that values innovation, diversity, and impact.

PS: I have right to work in the UK and do not require sponsorship.

## Experience



### Human Resources Advisor

PropertyPro Africa

Oct 2017 - Present (6 years 7 months)

In my role as Human Resource Advisor at PropertyPro Africa, I pioneered key projects that enhanced the HR and Payroll processes of the company.

I pioneered the restructuring of PropertyPro Africa compensation and benefits structure which led to significant reduction in employee turnover rate.

I recommended the implementation of cloud-based human capital management and enterprise resource planning solutions that was cost-efficient, adaptable and improve collaboration among the teams

I was responsible for the preparation of monthly payroll for salary payment, talent sourcing and Coordination, interview sessions for new job candidates



### Business Analyst (Apprenticeship)

Robson Moore

Oct 2023 - Mar 2024 (6 months)

During my apprenticeship program with Robson Moore, I was part of the Business Analysis team for the implementation of a new CRM tool to transform internal business processes which led to 20% reduction in process inefficiencies, enhance user experience, improve customer satisfaction and achieved revenue increase of 25%.

I was Responsible for the development of Benefits, GAP, and SWOT analyses to identify opportunities for improving efficiency and customer satisfaction. In addition, I spearheaded business process re-engineering initiatives to optimise workflows and translated business needs into technical requirements leading to a 10% reduction in post-implementation defects and issues.



### HR Generalist

Wemy Industries Ltd

Jan 2015 - Sep 2017 (2 years 9 months)

Manage and update staff record on Wemy Industries' HRIS system.

Handling all current & exited staff benefits and salaries queries.

Preparing and resolving payroll inquiries from all staff.  
Provide guidance to Line Managers relating to direct reports statutory payments.

## Education



### **Nexford University**

Master of Business Administration - MBA

Mar 2022 - Feb 2023



### **Covenant University**

Bachelor's degree, Banking and Finance

## Licenses & Certifications



**Human Resources: Leadership and Strategic Impact** - LinkedIn



**Develop Your HR Management and Leadership Skills** - LinkedIn



**Technology Operations Management** - Nexford University

635680dc7ec3d66d5765f47c



**Financial Decision Making** - Nexford University

63dc061481769f7b526fe3d2



**Master Project Management and Collaboration Tools** - Digital-Careers-Academy

## Skills

HR Policy Formulation • Performance Management • Employee Relations • Compensation Management  
• Recruiting • HR Management • Talent Management • Payroll Processing • Human Resources  
Information Systems (HRIS) • Stakeholder Management