

Lara Okonyia

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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