

ADEYEYE DASOLA MARY
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PROFESSIONAL SUMMARY

Dedicated and people-oriented Managerial and Human Resource professional with hands-on experience in Managerial, HR administration, recruitment support, payroll coordination, and employee engagement. Skilled in managing staff records, task assignments, and departmental operations. Strong communicator with proven leadership in coordinating teams, supporting organizational goals, and fostering productive workplace culture. Eager to contribute to a dynamic HR team where professionalism, growth, and teamwork are valued.

CORE COMPETENCIES

- HR Administration & Personnel Records
 - Confidentiality & Compliance
 - Microsoft Office & Digital Tools
 - Payroll & Attendance Support
 - Recruitment Support & On-boarding
 - Documentation & File Management
 - Employee Communication & Coordination
 - Email Correspondence & Reporting
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PROFESSIONAL EXPERIENCE

Human Resource Genralist
Newedge Finance Limited, Ogba, Lagos.

Jan 2026 – Present

- Manage end-to-end (360) recruitment processes, including candidate sourcing, screening, and coordinating daily interview sessions.
- Manage and facilitate on-boarding of new hires twice weekly, managing training, documentation, and accurate data entry into the master database
- Manage, maintain and update employee records, ensuring data accuracy and confidentiality.
- Manage and assigns staff identification numbers for new hires.
- Manage and assist in payroll, transport allowance, incentive bonus preparation for over 4000 (Four thousand) staff through attendance tracking and report generation.
- Manage and coordinates staff activities, monitored performance data, and supported effective team communication.
- Manage and handle HR documentation, compliance processes, and general administrative operation.
- Manage and utilize Microsoft Excel and digital tools to manage, organize, and report HR data efficiently.

Human Resource Intern(NYSC)
The Grey Company Services Limited, Arepo

Feb 2025 – Dec 2025

- Sourced for corps' member in need of Primary place of assignment.
- Supported Interview, Training and on boarding of new corps' member.
- Coordinate work schedules, track task progress, and prepare performance and payroll reports.
- Assigned tasks to team members, monitored productivity, and tracked departmental progress using structured reporting.
- Oversaw preparation and verification of invoices, waybills, and internal HR-related documents.
- Maintained accurate records and facilitated communication between departments to ensure operational efficiency.

Soilless Farm Lab (The Eupepsia Place Limited)
HR & OPERATIONS SUPPORT (INDUSTRIAL TRAINING)

Oct 2023 – Mar 2024

- Led and coordinated a 29-member project team, ensuring effective task distribution and accountability.
- Assigned roles, monitored progress, and ensured timely completion of project deliverables.
- Supported team communication, attendance monitoring, and performance reporting.
- Assisted in maintaining team records and documenting project outcomes.
- Collaborated with supervisors to improve workflow efficiency and team performance.

EDUCATION

CIPM Membership **(In view)**

2026

Human Resource Management Training

2025

Associate Member – CIPMD USA

2025

Zeteo Citadel Academy (in partnership with University of Ibadan Consultancy Unit)

Bachelor of Technology in Agricultural and Resource Economics
Federal University of Technology, Akure

2018 – 2024

CERTIFIC

ATIONS

- Associate member – CIPMD USA
- HRM – Zeteo Citadel Consult (in collaboration with University of Ibadan Consultancy Service Unit)
- Virtual Assistant Training

LEADERSHIP & EXTRACURRICULAR ACTIVITIES

Welfare Coordinator – Sustainable Developmental Goals (2024 Batch C2)

Feb 2025- Dec 2025

Sister's Coordinator – TACSFON (27th Tenure)

2023–2024

Property Management Committee Chairperson – Agricultural Students Parliament

2020–2023

President – Cultural and Dramatic Society

2012–201

TECHNIC

AL SKILLS

- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Google Workspace (Docs, Sheets, Calendar)
- Zoho workspace (Docs, Sheets, work drive, clique, meeting)
- Zoom / Microsoft Teams / Slack
- Data Entry & File Management
- Email & Communication Tools