

ALUKO BLESSING ENE

HUMAN RESOURCES & ADMINISTRATIVE MANAGEMENT PROFESSIONAL

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PROFESSIONAL SUMMARY

Human Resources and Administrative professional with over 8 years' experience spanning HR management, facility operations, and executive administrative support. A proven track record of achieving the highest standards across challenging, fast-paced environments, with strength in managing multiple projects and priorities simultaneously. A strong believer in combining people, processes, and business strategy to deliver organizational objectives.

CORE SKILLS

- Over 8 years of hands-on experience in administrative support, and Human Resources Management
 - Proven ability to work in fast-paced environments while efficiently managing multiple priorities with a commitment to service excellence
 - Excellent knowledge and proficiency in MS Office (Word, Excel, PowerPoint, Outlook)
 - Exceptional analytical, organizational, and time management skills
 - Excellent verbal and written communication skills
 - Strong attention to detail and sound decision-making ability
 - Vast negotiation skills
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Human Resources Manager

June 2024 – Present

Flyconnect Global

- Develop and implement HR strategies, policies, and procedures aligned with organizational goals
- Lead recruitment, interviewing, selection, onboarding, and orientation of employees
- Manage employee relations, grievances, disciplinary procedures, and conflict resolution
- Coordinate performance appraisals, probation reviews, promotions, confirmations, and performance improvement plans
- Develop employee engagement, welfare, recognition, and retention initiatives
- Coordinate learning and development programmes and identify training needs
- Ensure compliance with labour laws, company policies, and statutory requirements
- Maintain HR records, employment contracts, leave administration, and HR documentation
- Collaborate with Finance on payroll inputs, compensation, and benefits administration
- Prepare weekly, monthly, quarterly, and annual HR reports with workforce analytics
- Advise management on organizational development, succession planning, and change management
- Promote workplace health, safety, employee well-being, and a positive organizational culture

Administrative / Facility Manager

Feb 2021 – June 2024

Applied Engineering Technology Initiative Limited (AETI)

- Manage and coordinate multiple daily office operations
- Provide project support to different work teams based on standard procedures and policies

- Deliver appropriate solutions and alternatives within set time limits and follow up to ensure resolution
- Handle customer queries and complaints via telephone and in person
- Serve as liaison officer, maintaining and coordinating external relationships
- Develop and execute systems for regular cleaning, repairs, and maintenance of facilities
- Develop monitoring systems to detect facility problems at an early stage and initiate corrective interventions
- Source and oversee contracts and service providers for catering, cleaning, parking, security, and technology
- Advise business leadership on measures to improve facility efficiency and cost-effectiveness
- Ensure facilities are well-maintained through proactive maintenance and emergency response
- Provide full secretariat support to the Chief Executive Officer / Chairman

Administrative Officer / HR Assistant

Mar 2014 – Jan 2021

Equipment Hall Limited

- Provided full administrative and secretarial support to the Chief Executive Officer
- Managed and coordinated multiple daily office operations
- Supported project delivery across work teams in line with standard procedures and policies
- Handled customer queries and complaints via telephone and in person, providing timely resolutions
- Served as liaison officer, maintaining and coordinating external relationships
- Tracked, analyzed, and improved key maintenance parameters including asset utilization, maintenance cost, and schedule compliance
- Coordinated preventive maintenance requirements, maintained equipment inventories, and evaluated new equipment and techniques
- Managed administrative funds and ensured compliance with fund allocation and utilization
- Planned and implemented the allocation and utilization of space and resources within facilities
- Scheduled and coordinated executive and managerial meetings and briefs
- Assisted in managing budgets and expenditure related to administrative implementation
- Managed domestic and international travel arrangements, including post-travel debriefs and expense reporting
- Sourced and recommended experienced service providers, ensuring timely and successful project completion
- Oversaw maintenance and use of office vehicles, general office facilities, and logistics management

EDUCATION

Bachelor of Science (BSc Hons)

Lagos State University, Ojo, Lagos — 2012

High School Diploma (WASSCE & NECO)

Millennium Senior Secondary School, Egbeda, Lagos — 2005

CERTIFICATIONS & PROFESSIONAL DEVELOPMENT

- Associate Member, Institute of Strategic Management (ISMN) — 2013
- Most Supportive Staff of the Year, Equipment Hall Limited — 2016
- Essentials of Administrative Functions & Office Management — 2018
- Administrative Support — 2019
- Archiving and Records Management — 2019
- Executive and Personal Assistant — 2019
- Diploma in Human Resources Management — 2020
- Human Resources Beginners Master Class — 2022
- Human Resources Master Class — 2023
- Member of Association of Elite Human Resources Professional - 2024