

AWOREFA AYOWALE JULIUS, CPM, ACIHRM

CONTACT

 aworefaayowale10@gmail.com
 (+234) 9035042857, (+234) 901719 9002
 51, Omitoto Line 2, Ilode, Ile-Ife, Osun State

REFERENCE

Available on request

OBJECTIVE

Detail-oriented HR professional with PGD in Human Resource Management and CPM certification from CIHRM Nigeria. Skilled in employee relations, record management, and team collaboration using Zoom, Lark, and email. Seeking an HR Assistant/Personnel Officer role to apply strong work ethic, adaptability, and communication skills to support workforce management, compliance, and employee engagement.

PROFESSIONAL SUMMARY

HR-focused graduate with 2+ years experience in administration, teaching, and personnel support across educational and corporate settings. Certified Personnel Manager with associate membership at CIHRM Nigeria. Proven ability to manage records, coordinate meetings, and support staff development while maintaining confidentiality and compliance. Strong interpersonal and organizational skills with experience onboarding, scheduling, and assisting teams in fast-paced environments.

SKILLS

Human Resource Management, Employee Relations, Records Management, Onboarding Support, Scheduling, Data Entry, Confidentiality & Compliance, Meeting Coordination, Work Ethic, Good Oral Communication, Teamwork, Adaptability, Organization, Attention to Detail

PROFESSIONAL TOOLS

Email Management, Zoom, Lark, Microsoft Word, Google Workspace, Team Collaboration Apps

EDUCATION

2026	Post Graduate Diploma in Human Resource Management, PGD-HRM Chartered Institute of Human Resource Management, Nigeria
2024	B.Ed in Social Studies Education Ekiti State University, Ado-Ekiti
2018	Senior Secondary Certificate Examination Latunde Memorial Model College

EXPERIENCE

2025 - 2026	Teacher / NYSC Corps Member Grace and Glory Comprehensive College, Oyo State • Taught Civic Education and Social Studies to 100+ students while tracking attendance, performance, and behavior records, supporting academic accountability • Collaborated with school management on staff schedules, event planning, and documentation, strengthening administrative efficiency • Mentored students on discipline and ethics, demonstrating strong interpersonal skills and adaptability in a structured environment
-------------	--

2024 - 2025

Secretary

Cocoa Store House, Ile-Ife, Osun State

- Managed daily office administration by handling correspondence, filing, and records for staff and inventory, reducing misplacement of documents by 40%
- Coordinated internal communication between management and workers using email, Zoom, and Lark, improving response time and team alignment
- Prepared meeting minutes, schedules, and reports with Microsoft Word, ensuring management had accurate data for decision-making
- Supported HR-related tasks including attendance tracking, leave records, and onboarding of new staff while maintaining confidentiality

2023 - 2023

Ofe Aran Commercial College

Teaching Practice/ Teacher

- Delivered Civic Education and Social Studies lessons to secondary school students, using lesson plans and assessments to improve class engagement
- Maintained student records and submitted reports to supervising teachers, building strong data accuracy and organizational habits

PROFESSIONAL CERTIFICATIONS

Certified Personnel Manager (CPM), 2026

Chartered Institute of Human Resource Management, Nigeria

PROFESSIONAL MEMBERSHIP

Associate Membership certificate (ACIHRM), 2026

Chartered Institute of Human Resource Management, Nigeria