

FAVOUR OMASURICHI AZUNDAH

Human Resources Personnel

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PROFESSIONAL SUMMARY

Motivated Human Resources professional certified in Human Resource Management and Jobberman Soft Skills. Experienced in coordination, people operations, training, and stakeholder engagement. Seeking an entry level HR role to deliver measurable results in recruitment support, employee relations, and administration.

CORE COMPETENCIES

- Recruitment Support · Onboarding · Employee Relations · Staff Training and Development
- People Operations · Employee Record Keeping · HRIS and MS Office
- Conflict Resolution · Confidentiality · Scheduling and Coordination · Communication

PROFESSIONAL EXPERIENCE

Educator (NYSC), Kings Klass School

Apr 2025 to Mar 2026

Lagos, Nigeria

- Onboarded and trained students through structured programs, lifting overall class performance.
- Maintained accurate attendance and performance records with full confidentiality and compliance.
- Resolved conflicts and engaged parents and staff, strengthening communication and teamwork.

Coordinator, Tagbas Limited (Contract)

Mar 2024 to Dec 2024

Port Harcourt, Rivers State (Remote)

- Coordinated daily operations across teams, improving workflow efficiency and on time delivery of goals.
- Managed activities and communication channels, raising team alignment and reducing scheduling conflicts.
- Supported people operations through accurate record keeping, documentation, and stakeholder follow up.

Marketing Representative, Simarkx Group (Full time)

Aug 2019 to Jun 2021

Port Harcourt, Rivers State

- Built client relationships through targeted engagement, supporting steady business growth.
- Promoted products and services, sharpening negotiation, persuasion, and relationship management.

EDUCATION

B.Ed English Language Education, University of Port Harcourt

2023

Second Class Upper Division

National Youth Service Corps (NYSC)

2026

CERTIFICATIONS

- Certified in Human Resource Management, SALBA (2026). Credential ID: SALBA-HRM-2026-C08-022.
- Jobberman Soft Skills Training Certificate, Jobberman Nigeria (2025). Credential ID: LA/PT/SST/3086.
- Certificate of Career Development, SALBA Success Activators Leadership and Business Academy (2026).

REFERENCES

Available on request.