

Abeeb Ganiyat Arike, AICHRM

Ibadan, Oyo State, Nigeria | 09166178116 | Arikeganiyat93@gmail.com

Professional Profile

Detail-oriented and adaptable Human Resources professional with experience supporting recruitment, onboarding, employee records management, staff welfare, and administrative operations. Strong communication and interpersonal skills, with a demonstrated ability to maintain professionalism, confidentiality, accurate documentation, and effective workplace relationships.

Core Competencies

- Recruitment & Onboarding Support
- HR Administrative Support
- Employee & Customer Relations
- Front Desk Operations
- Organizational & Time Management
- Microsoft Office Suite
- Employee Records Management
- Staff Welfare Coordination
- Record Keeping & Documentation
- Communication & Interpersonal Skills
- Problem-Solving & Teamwork
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Professional Experience

Human Resources Officer | Nigeria Airspace Management Agency | 2025 – 2026

- Assisted in recruitment and onboarding processes for new employees.
- Maintained employee records and HR documentation accurately.
- Supported staff welfare coordination and administrative activities.
- Ensured compliance with organizational policies and procedures.

Customer Care Representative / Front Desk Officer | C-Luxury Concept | 2023 – 2025

- Managed customer inquiries and resolved complaints professionally.
- Maintained front desk operations and client scheduling.
- Supported administrative tasks and maintained organized records.

Spa Therapist | Candy Glitz Concept | 2022 – 2023

- Delivered professional client care and wellness services.
- Maintained professionalism and strong customer relationships.

Laboratory Technician | Ayo Hospital | 2020 – 2021

- Maintained laboratory records and documentation accurately.
- Demonstrated attention to detail and compliance with safety procedures.

Education

Postgraduate Diploma (PGD) in Human Resources Management

Institute of Chartered Secretaries and Management Professionals (ICSMP) | 2026

Higher National Diploma (HND), Science Laboratory Technology (Biochemistry)

Kwara State Polytechnic | 2024

Membership of Professional Bodies

Associate, International Chartered Institute for Human Resource Management (AICHRM)

Membership No.: ICSP015368

Certifications

- NYSC Certificate

Additional Skills

- Human Resource Support Functions • Administrative Management • Record Keeping & Documentation • Communication & Interpersonal Skills • Team Collaboration • Problem-Solving

Languages

English (Fluent) | Yoruba (Fluent)

Selected Achievements

- Supported HR operations within a national agency environment.
- Assisted in maintaining organized employee documentation and records.
- Built positive working relationships through effective communication and teamwork.