

ADEPEJU CHRISTIANA ADEYINKA

Human Resources Graduate | Industrial Relations & Personnel Management

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PROFESSIONAL SUMMARY

Detail-oriented and motivated Human Resources graduate with a Second Class Upper (2:1) B.Sc. in Industrial Relations and Personnel Management from the University of Lagos. Possesses foundational knowledge of human resource administration, recruitment and selection, employee relations, human resource planning, compensation management, and labour law. Demonstrates strong communication, teamwork, organisation, confidentiality, and interpersonal skills, with a genuine interest in people management and organisational development. Gained practical exposure to team collaboration, welfare coordination, and service delivery through volunteer experience, alongside ongoing professional development in leadership and community development. Eager to contribute to a dynamic organisation while developing practical expertise in HR operations and building a successful career in Human Resources.

EDUCATION

University of Lagos, Lagos, Nigeria

November 2025

Bachelor of Science (B.Sc.), Industrial Relations and Personnel Management — Second Class Upper (2:1)

Relevant Coursework: Human Resource Planning, Recruitment, Selection & Placement, Human Resource Development, Compensation Management, Labour Law

LEADERSHIP & VOLUNTEER EXPERIENCE

360 Woman Africa Conference — Welfare Team Volunteer

October 2025

- Supported welfare coordination and attendee experience for 500+ conference participants.
- Responded promptly to participant needs and contributed to the smooth delivery of conference activities.
- Collaborated effectively with team members to support event logistics, coordination, and service delivery.
- Demonstrated strong interpersonal, communication, teamwork, and problem-solving skills in a fast-paced environment.

PROFESSIONAL DEVELOPMENT & CERTIFICATIONS

DPS Academy — Leadership Development Participant

Ongoing, 2026

- Participating in leadership and community development training focused on advocacy, communication, safeguarding, and inclusion.
- Developing practical knowledge of effective leadership, stakeholder engagement, and people-focused initiatives.

Jobberman Soft Skills Training | 2025

- Workplace Communication, Teamwork & Collaboration, Professionalism.

CORE HR & PROFESSIONAL SKILLS

- Human Resource Administration
- Recruitment & Selection Fundamentals
- Employee Relations Fundamentals
- Human Resource Planning
- Employee Support & Engagement
- Communication & Interpersonal Skills
- Teamwork & Collaboration
- Confidentiality & Professional Ethics
- Organisation & Time Management
- Attention to Detail
- Adaptability & Continuous Learning
- Problem-Solving

TECHNICAL SKILLS

Microsoft Word • Microsoft Excel (Basic) • Microsoft PowerPoint • Google Workspace • Basic HR Administrative Tools & Processes

ADDITIONAL STRENGTHS

- Strong written and verbal communication
- Ability to work effectively within a team
- Professional and service-oriented approach
- High level of discretion and confidentiality
- Willingness to learn and develop professionally
- Ability to adapt to new environments and responsibilities

REFERENCE

Available upon request