

Inyambe,Angela Ebenyin

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Entry-level Human Resource Professional,Possesses hands-on experience in recruitment support,candidate sourcing,employee record management ,administrative coordination, and remote team collaboration through a contract HR role.Strong organizational,communication,and interpersonal skills with a passion for talent management ,employee engagement, and organizational skills with a passion for talent management,employee engagement,and organizational development.

Key Skills

- Recruitment and Selection
 - Talent Sourcing
 - Resume Screening
 - Interview Coordination
 - On-boarding Support
 - Employee Records Mangement
 - HR Administration
 - Communication and Interpersonal Skills
 - Microsoft Office Suite
 - Google Workspace
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Professional Experience

Contec Global Limited(Afrione Ltd)
Administrative Assistant

09/25-Present

- Maintained employee and organizational records ensuring accuracy and confidentiality.
- Supported administrative processes and office coordination activities
- Assisted with documentation management and compliance requirements.

- Coordinated internal communication across departments,
- Managed filing systems and employee-related documentation.
- Supported operational activities contributing to organizational efficiency.

GAOTek Inc.

07/25-09/25

HR Intern(Remote)

- Assisted with talent sourcing and candidate identification through online recruitment platforms.
- Screened recruitment ad onboarding processes for prospective employees
- Coordinated interview scheduling and communication between candidates and hiring teams.
- Maintained confidential employee and candidate records
- Collaborated with remote teams across different locations to support HR projects
- Assisted in preparing HR reports and recruitment documentation.

Liman Ventures

05/23-01/24

Customer Service Representative(Cashier)

- Resolved customer complaints with empathy,increased loyalty and repeat business.
- Managed high-stress situations effectively,maintaining professionalism under pressure while resolving disputes conflicts.
- Enhanced customer satisfaction by promptly addressing concerns and providing accurate information.
- Responded to customer requests for products,services and company information.
- Handled customers cash for transactions

Education

Chartered Institute of Personnel Management(CIPM)

Professional Certification (in View)-2026

Chartered Institute of Human Resource Management(CIHRM)

**Postgraduate Diploma in Human Resource Management
(08/24-12/24)**

**University of Calabar
BSc Accounting**

10/18-01/23

Software

- Microsoft Office Suite(Word,Excel,PowerPoint, Outlook).
- Google Workspace(Docs,Slides,Gmail,Drive).
- Microsoft teams
- Zoom

Interest

- Continuous professional development in Personnel Management.
- Professional development courses(Excel,admin skills).
- Enjoy learning new software tools and improving Excel skills through on courses.
- Team collaboration and group projects