

Azeezah Olaide Zakariyah

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📍 Lagos, Nigeria

👤 Single

♀ Female

Professional Summary

Human Resource Management graduate with hands-on experience acquired through internships. Skilled in applying HR principles to support recruitment, employee relations and performance management. Known for strong communication, interpersonal and analytical abilities, with a practical approach to problem-solving and critical thinking. Eager to contribute to an organization's growth by fostering efficient people management and workplace development.

Experience

2021 – 2022

Office of linkages and International Partnership, Osun State University.

Human Resource Assistant

National Youth Service Corps

- Conduction of initial screening of job candidates, resulting in a 20% increase in the quality of candidates who progressed to the interview stage.
- Developed and maintained accurate employee records, ensuring compliance with all legal and regulatory requirements.
- Conducted research on industry trends and best practices, providing valuable insights to the HR team and contributing to developing new policies and procedures.
- Proactively identified opportunities for process improvement and made recommendations for enhancing HR operations.
- Successfully managed administrative operations and support committees, ensuring seamless servicing of meetings and timely distribution of memos.
- Streamlined document management processes, optimizing filing systems and maintaining accurate records.
- Collaborated with committees during journal verification meetings, resulting in error-free records and increased efficiency.

2023

Customer Service Officer

Wema Bank Plc

- Handling customers financial transactions.
- Processing customers transactions such as deposits, withdrawals, transfers and loans payments.
- Providing customers service support for online banking and mobile banking.
- Recording data and providing Information on related banking products and services.
- Responding to customers inquiries and complaints in a timely and professional manner.

2019

Administrative Assistant

Ladimeji Lasile Enterprises, Abeokuta, Ogun State.

- Coordinated recruitment efforts, including posting job openings, screening resumes, and scheduling interviews, resulting in a 30% increase in qualified candidates.
- Developed and maintained accurate employee records, ensuring compliance with all legal and regulatory requirements.
- Maintained confidentiality and professionalism in handling sensitive employee information and situations.
- Contributed to a positive team culture by collaborating with HR colleagues and providing support as needed.

- Collaborated with HR colleagues to develop and implement new policies and procedures, resulting in increased efficiency and effectiveness of HR operations.

Education

2019	B.Sc. Human Resources Management <i>Zenith University College, Accra.</i> Undergraduate Thesis: Communication and Teamwork and its impact on Organisational Performance, The Case Study of La Palm Royal Beach Hotel Accra Supervisor: Dr. Osei Yeboah
2014	WASSCE <i>Aminat International College, Abeokuta. Ogun state.</i>
2008	First Leaving School <i>Community Primary School, Koko, Ogun state.</i>

Skills

Strong understanding of human resource principles and practices, including recruitment, onboarding, employee relations, benefits administration, and compliance.	Excellent organisational skills, with the ability to manage multiple tasks and projects simultaneously while meeting deadlines.
Strong interpersonal skills, with the ability to build relationships and work collaboratively with colleagues and stakeholders.	Strong problem-solving and critical thinking skills, with the ability to analyze data and make sound recommendations.
Knowledge of employment laws and regulations, with the ability to ensure compliance with all relevant legislation.	Ability to work independently and as part of a team, with a strong sense of accountability and responsibility.
Ability to maintain confidentiality and handle sensitive employee information with discretion and professionalism.	Excellent written and verbal communication skills.
Strong attention to detail, with the ability to maintain accurate and complete records.	Proficiency in Microsoft Office Suite (Word, PowerPoint).

Professional Membership

- Student Member, Chattered Institute of Personnel Management