

A motivated HR professional seeking a role to apply my skills and passion for fostering organizational and employee growth. Eager to contribute to HR initiatives, including recruitment, employee relations, performance management and training. Committed to continuous learning and adapting to the evolving HR landscape while promoting a positive and inclusive workplace.

WORK EXPERIENCE

Glover Integrated Technologies – HR Department Internship

June 2024 – Till date

- Collaborated in the maintenance and updating of employee records, integrating both physical and digital documentation to ensure consistency, accuracy and ease of access while maintaining the highest standards of data security and confidentiality.
- Assisted in the recruitment and selection process to fill vacant positions in the company to drive efficiency of the departments requesting for more man power and foster overall growth of the business.
- Collaborated in the onboarding and orientation process aimed at integrating selected candidates to the company culture, values, and expectations.
- Collaborated on a thorough review and revision of HR documents, including onboarding materials, organizational charts, organization handbook, remote work policies and other important resources to ensure seamless alignment with the company's evolving operational framework.
- Participated in creative brainstorming sessions to shape the strategic direction and content of town hall meetings thereby fostering open communication and driving employee engagement.
- Compiled a comprehensive summary report highlighting key takeaways, action items, success metrics from the town hall meeting held and minutes from the meeting was sent to all employees to inform them of future initiatives and how to enhance organizational effectiveness.
- Partnered with the company's graphic designer to create visually engaging and informative fliers focused on educating employees.
- Developed and maintained structured leave calendars to effectively track, manage and monitor employee leave requests across the organization.
- Supported the development and dissemination of training materials and wellness-related content for the company.

Glover Integrated Technologies - Internal Control /Reconciliation Officer

March 2022 - Till date

- Implementing data extraction and migration process which entails collecting, merging, comparing and integrating data from diverse sources, including but not limited to databases, spreadsheets and external data providers with strong emphasis on maintaining data quality, accuracy, and completeness.
- Overseeing and executing financial management operations encompassing meticulous revenue and bank charges reconciliation across all product line, escalating discrepancies or suspicious transactions for investigation and audit to mitigate risk, advising on cost reduction and expense management initiatives to drive business growth, profitability and sustainability.
- Preparing and delivering daily reports that shows and analyzes data flows, presents key findings and insights in a clear and concise format to facilitate rapid understanding and informed decision making and to drive business performance and growth.

Glover Integrated Technologies - Online Sales Representative

March 2022 - March 2024

- Managed stakeholders' and customers' expectations to ensure delivery of necessary APIs within an agreed timeline, and provided support in reviewing service standards to ensure that customers are satisfied with service and that dissatisfied customers and stakeholders received prompt support by ensuring prompt escalation to the proper channel.
- Worked with a cross-functional team to assist in the development of innovative procedures toward creating new operational standards of engagement for both internal and external customers.
- Monitored market rates for the business' publicly traded digital assets and ensuring timely rate adjustments were implemented when due, to maintain profitable trading.

Dee Bee Consulting, Remo North, Ogun state (Remote)

HR Intern

August 2020- February 2022

- Collaborated with clients to craft precise job descriptions, sourced and screened top talent for client job openings, coordinated logistics for interviews and assessments, delivered detailed feedback on candidate's performance, supported data driven hiring decisions that enhanced the client satisfaction.
- Actively contributed to the pre-employment screening process, encompassing comprehensive background checks, thorough reference verifications and other assessments to guarantee the integrity and quality of potential hires.
- Collaborated in the onboarding and orientation process aimed at integrating selected candidates to the company culture, values, and expectations.
- Collaborated in designing and implementing training programs tailored to meet the unique needs of clients, designed and developed training materials and presentations, coordinated logistics for seamless training sessions and workshops.
- Assisted with HR administrative tasks, such as maintaining employees' records, preparing HR documents and filing. Adequate support was provided to HR consultant in client engagement including project planning, documentation and coordination.

CORE SKILLS AND COMPETENCIES

Talent Acquisition | Recruitment and Staffing | Interviewing | Employee Onboarding and Off-boarding | Training and Development | Good communication skill | Strategic Thinking and Problem-solving skill | Good Time Management skill | Negotiation skill | Team collaboration | Data Analysis Skill (Spreadsheet and Excel) | Organizational Skill | Analytical Skills | Proficiency in Digital communication tools

EDUCATION

- **Bachelor of Science in Mathematics** **2014-2018**
University of Ibadan

CERTIFICATIONS

- Certificate for successful completion of three-month Data Analysis course with Malhub Technology Ltd.
- Certificate for successful completion of three-month Job Shadowing session with HR Team from Glover Integrated Technologies.
- Professional Certificate in Human Resource Management, Chartered Institute of Personnel Management of Nigeria.
- Certificate for participation in Human Resource Management Mentorship Programme by Dee Bee Consulting.
- Certificate on successful completion of Award for dedication to duties and meritorious service as a corps member.

PROFESSIONAL MEMBERSHIP

- Associate Member, Chartered Institute of Personnel Management of Nigeria