

FADUNMILA OLAWALE DAMILOLA

HUMAN RESOURCES OFFICER

CONTACT

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Ibadan, Oyo State

PROFESSIONAL SUMMARY

Results-driven Human Resources and IT professional with expertise in talent acquisition, employee engagement, and HR compliance. Adept at organisational development, workforce planning, and technical support to optimise business operations. Passionate about leveraging HR and IT solutions to drive efficiency and foster a positive workplace culture.

EDUCATION

2019

FEDERAL POLYTECHNIC NASARAWA

- Higher National Diploma (HND) in Computer Science

2015

KWARA STATE POLYTECHNIC, ILORIN

- National Diploma (ND) in Computer Science

SKILLS

- Talent Acquisition & Onboarding
- Employee Engagement & Performance Management
- HR Compliance & Labor Relations
- Workforce Planning & Succession Planning
- UI/UX Design & IT Support
- Payroll Processing & Benefits Administration
- Leadership & Organizational Management

WORK EXPERIENCE

Danny Engineering Construction

2022 – 2024

Human Resource Officer

- Managed confidential company records, ensuring HR compliance and data security.
- Led initiatives that improved employee engagement by 30%, fostering a positive workplace culture.
- Developed and executed HR policies, aligning with organisational goals for efficiency.
- Maintained accurate HRIS records, ensuring compliance with labour regulations.
- Guided performance management, training, and workforce planning.

Command Day Secondary School (NYSC)

2020 – 2021

Computer Instructor

- Delivered structured lessons to enhance digital literacy and computer proficiency.
- Trained over 50 students in essential IT skills, boosting their technical competence.
- Assisted students with troubleshooting software and hardware issues.
- Fostered a learning environment that improved student engagement.

Danny Engineering Construction

2015 – 2017

IT Support Technician

- Performed routine maintenance and monitored system performance for efficiency.
- Developed data recovery and backup solutions, ensuring security.
- Managed IT inventory and assets, optimising company operations.

REFERENCES

Available upon request.