

Olusan Faruk Olashile

farukolusan1990@gmail.com || 08088134142

Address: Lagos State, Nigeria

➤ Professional Profile

Highly motivated and result driven Human Resources and Administrative professional with 3+ years of combined experience in HR operations, recruitment support, and office administration. Proven ability to streamline processes, manage confidential records and enhance employee engagement. Seeking to leverage strong organisational and analytical skills to drive operational efficiency and contribute to organisational growth in challenging and innovative environment.

➤ Key Skills

HR & Administration Skills

- Employee life cycle management
- HR documentation
- Confidentiality
- Staff bereavement Assistance
- Contract renewals
- Office organisation
- Records management

Technical & IT Skills

- Microsoft Office Suite (Word, Excel, PowerPoint)
- System analysis
- Data management

Soft Skills

- Adaptability
- Time management
- Effective writing and Oral communication.
- Team collaboration
- Negotiation

➤ Professional Experience

• Arik Air Limited, Ikeja Lagos State 2025 – Present Human Resources Assistant (Graduate Intern)

- ✓ **Managed key components of the employee life cycle:** including preparing visa introduction letters, administering HMO forms, and facilitating renewal of contract staff appointments.
- ✓ **Contributed to recruitment efficiency:** by conducting initial CV analysis and shortlisting applicants for entry level CBT tests and interviews.
- ✓ **Ensured HR compliance and data integrity:** by assisting in annual spot check and headcounts and organising critical documents like staff bereavement assistant paperwork.

• Arik Air limited, Ikeja, Lagos State 2025 Human Resources Assistant (NYSC)

- ✓ Supported daily human resources operations, responding to employee inquiries and providing assistance in human resources matters.
- ✓ Collaborated with team members to streamline HR processes and improve operational efficiency.
- ✓ Maintained employee records with high attention to detail, ensuring accuracy and strict confidentiality.
- ✓ Contributed to an HR project in reorganising the archive room and implementing file management and accessibility.

• Radio Lagos/Eko FM 2024 Assistant Admin. & Human Resources (NYSC)

- ✓ Executed efficient tasks management for administrative functions, including typing official letters, memos and organising document files.

- ✓ Manage correspondence dispatch to various ministries and organisations, ensuring timely and professional communication.
- ✓ Supported daily administrative operations, ensuring smooth office functions and effective communication within the team.

• **Akano and company,**

2021

Assistant Administrative Officer (Intern)

- ✓ Enhanced office workflow by organising files and records, resulting in a 25% increase in efficiency.
- ✓ Utilized Microsoft word to compile and maintain crucial records of field work.
- ✓ Facilitated clear communication between the firm and clients, including scheduling appointments.

➤ **Training/Certification**

Safety Management System (SMS)

Arik Air Limited

2025

➤ **Education**

Public Administration

Higher National Diploma (H.N.D)

Kwara State Polytechnic

2021 - 2023

Public Administration

National Diploma (N.D)

Kwara State Polytechnic

2018 - 2020

WASSCE

Havanah College

2011 – 2017

➤ **Language**

- English

- Yoruba

➤ **References**

Available on request.