

1)

IBE, EMMANUEL IKECHUKWU BSc.

NEPA Office, Oribanwa, Ibeju-lekki, Lagos Nigeria | +234 08149983117 | emmanuelibe008@gmail.com.

Professional Statement

A motivated and detail-oriented Economics graduate with a strong foundation in analytical thinking, problem-solving, and organizational management. Possesses a keen interest in Human Resources and a solid understanding of workplace dynamics, labor relations, and administrative processes. Skilled in communication, data interpretation, and teamwork, with the ability to support recruitment, employee engagement, and performance management functions effectively. Eager to leverage academic knowledge and transferable skills to contribute to organizational growth in an HR role while continuously developing professional competence in human capital management.

Skills & Competence

- Strategic Leadership: Strategic planning, vision, and operational leadership
- Business Acumen: Risk management, negotiation, and sales techniques
- Relationship Management: Stakeholder engagement and client relationship management
- Business Development: Business growth, expansion, and entrepreneurship
- Financial planning and budget management
- Effective communication and interpersonal relationship
- Proficiency in MS Word, Excel, and PowerPoint presentations.
- Strong understanding of labor laws, workplace regulations, and employee disciplinary procedures, with the ability to ensure compliance and support fair and effective HR practices.
- Proficient in Excel and Pivot reporting.
- Outstanding organization and time management.
- Strong ethics and reliability.
- Proficient in processing accounts payable and accounts receivable transactions while ensuring accuracy, timely payments, and proper financial record management.
- Experience in utilizing Database software to organise financial account information
- Handle account inquiries from internal and external sources
- Perform internal audit on financial activities.
- Pro-efficient in Reviewing incoming and outgoing invoices
- Skilled in generating accurate financial reports for review by regulatory authorities, ensuring compliance with reporting standards and documentation requirements.
- An active Learner who is willing to learn and follow instructions.

Work Experience

HR/ADMIN, @ De Simon Coiffuse Enterprise, Lagos, Nigeria. November 2023 – March 2026.

- Manage the recruitment and selection process (job postings, screening, interviews).
- Handle employee onboarding and orientation for new staff.
- Maintain and update employee records and HR databases.
- Administer payroll, leave, and attendance records.
- Ensure compliance with labor laws and company policies.
- Handle employee relations, grievances, and disciplinary actions.
- Support training and development programs.
- Conduct performance appraisals and evaluations.
- Implement HR policies and procedures.
- Oversee day-to-day office operations.
- Manage office supplies and inventory.
- Coordinate meetings, appointments, and schedules.
- Maintain filing systems and documentation (physical and digital).
- Handle correspondence (emails, letters, phone calls).

2)

- Ensure proper office maintenance and facility management.
- Supervise support staff (cleaners, security, drivers).
- Assist in budgeting and expense tracking
- Act as a link between management and employees.
- Ensure a smooth and efficient work environment.
- Maintain confidentiality of company and employee information.
- Support management with reports and decision-making data.

HR ASSISTANT @ Chilion International School Calabar Cross River State Nigeria. October 2021– June 2022.

- Assist in recruitment and hiring process (posting jobs, scheduling interviews, contacting candidates)
- Maintain and update employee records and HR data bases
- Support onboarding and orientation for new employees.
- Help prepare HR documents such as employment contracts, letters, and reports
- Handle staff inquiries regarding HR policies, benefits, and procedures
- Assist in payroll preparation and attendance tracking
- Organize and maintain personnel files
- Support performance management and training activities
- Ensure compliance with company policies and labor laws
- Perform general administrative duties (filing, emails, data entry)

Specific Accomplishment:

- Reduced recruitment processing time by 30% by efficiently scheduling interviews and coordinating with candidates.
- Maintained and updated 100+ employee records with zero data errors, improving HR documentation accuracy
- Assisted in onboarding 20+ new employees, ensuring smooth integration into the organization
- Improved filing system, reducing document retrieval time by 40%
- Supported payroll preparation for 50+ staff, ensuring timely and accurate salary processing
- Handled employee inquiries and resolved 90% of issues promptly, improving staff satisfaction
- Organized training sessions and workshops, increasing employee participation by 25%
- Ensured full compliance with HR policies, reducing administrative errors and discrepancies

Education and Qualification

- 2022 - 2023 - **International College of Safety and Management Professional (ICSP), Nigeria /**
(PGD. Human Resource Management)
- 2017 - 2022 - **University of Calabar , Cross River State,**
Nigeria.
(BSc. Economics)

Professional Certification

-
- 2023 - **Certified Benefits and Compensation Professional (CCBP)**
-
- 2023 - Certified Training and Development Professional (CTDP)
- 2023 - Human Resource Management Professional (HRMP)

Extra-curricular Activities

Research, Networking and Tourism.

3)

References

Mr. Udensi Isaac, +2348082977027, Email: isaacudensi@gmail.com. CEO De Simon Coiffuse Enterprise