

EZEANI JESSICA OBIANUJU

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PERSONAL STATEMENT

Dedicated Human Resources professional with experience in talent acquisition, payroll administration support, employee engagement, and HR operations. Demonstrated ability to support recruitment processes, maintain accurate employee records, and ensure compliance with employment regulations and company policies. Experienced in strong organizational skills, attention to detail, and the ability to foster positive workplace relationships while driving operational efficiency and employee satisfaction.

EXPERIENCE

HR Generalist

July 2025 – Present

Centrespread

- Coordinate end-to-end recruitment process, including job posting, candidate screening, and interviews.
- Maintain and update employee data portfolio via ATTendee HRM.
- Facilitate onboarding and orientation for new employees.
- Support in resolving workplace conflicts and disciplinary issues.
- Ensure compliance with labour laws, HR practices, and company policies.
- Support the administration of employee benefits and welfare programs.
- Support payroll preparation by providing accurate employee data – attendance, overtime, deductions.
- Prepare HR reports – headcount, turnover, attendance.
- Monitor probationary employees and support confirmation processes.
- Support HR projects and initiatives whilst performing other administrative duties.

HR/Admin Officer

November 2022 – June 2024

Henry & Henry

- Coordinated end-to-end recruitment process, including job posting, candidate screening, and interviews.
- Prepared employment contracts, confirmation letters, and other HR documents
- Prepared employee contracts, letters, and maintained personnel files.
- Conducted employee onboarding and organized training & development initiatives.
- Monitored staff attendance, leaves, and updated the Account department accordingly.
- Handled employee inquiries related to HR policies, payroll, and benefits.
- Supported payroll preparation by providing accurate employee data (attendance, overtime, deductions).

Key Work Achievements:

- Created a transparent system for Henry & Henry Limited Closed User Group (CUG)
- Created an effective Health Maintenance Service plan (HMO) that covered employees with Hygeia.

HR Assistant

November 2019 – October 2022

Henry & Henry

- Preparation of documentation and reports relating to employees' activities (selection and placement, training, appraisal, performance management, etc.)
- Supported with the day-to-day operations of the HR functions and duties.
- Provided clerical and administrative support to Human Resources executives.
- Dealt with employee requests regarding human resources issues, rules, and regulations.
- Coordinated HR projects (meetings, training, surveys, etc.) and took minutes.

EDUCATION

B.Sc. English and Literary Studies – Chukwuemeka Odumegwu Ojukwu University

2018

HIGHLIGHT OF SKILLS

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|---|-------------------------------------|
| • Written and Oral Communication Skills | • Interpersonal Communication Skill |
| • Sound Organizational Skill | • Team Building and Leadership |
| • Initiative and Leadership | • Problem-Solving Skills |
| • Innovation and Critical Thinking | • Initiative and Adaptability |
| • Teams, Zoom, Google Meet, Excel | • Knowledge of Administrative Task |
| • HRIS software knowledge | • Compliance Awareness |