

SUMMARY

Results-driven HR professional with broad experience across talent acquisition, employee relations, and learning and development. Skilled in designing and facilitating training programmes, optimising recruitment pipelines, and supporting performance management to drive employee growth and organisational effectiveness. Adept at building trusted relationships with stakeholders and advising leadership on HR strategy, with a strong commitment to fostering a culture of engagement, compliance, and continuous improvement.

SKILLS

- Talent Acquisition
 - Microsoft Office
 - Negotiation
 - Onboarding
 - LinkedIn Recruiter and Boolean search
- Emotional Intelligence
 - Training needs analysis
 - HRIS/CRM
 - Workforce planning
 - Process improvement
 - Business advisory skills
 - Payroll administration
- Learning and development
 - Video conferencing
 - Consultative service selling
 - Performance management
 - B2B client engagement and account management
 - Communication
- Group facilitation and training
 - ATS optimisation and CV screening
 - Neuro-Linguistic Programming (NLP)
 - Candidate pipeline development
 - Employee relations and conflict resolution
 - Regulatory compliance

WORK EXPERIENCE

Anfani Travels and Tours

HR & Admin Manager

July 2025 – Date

- Drafted and updated SOPs, employee handbook, HR policies, and compliance guidelines, ensuring alignment with labour regulations and company standards.
- Maintained accurate employee records and prepared periodic HR and administrative reports, including monthly HR reports, weekly strategy meeting minutes, and monthly performance reviews (MPRs).
- Supported payroll administration in collaboration with Accounts, including compliance, HMO enrolment, and pension remittance.
- Served as a communication bridge between management and staff, strengthening transparency, employee engagement, and workplace culture.
- Implemented performance management frameworks by administering appraisals, conducting training needs analysis, and coordinating staff learning and development initiatives.
- Managed end-to-end recruitment, from sourcing and interviewing to issuing contracts and delivering onboarding (induction and orientation).
- Acted as a Human Resource Business Partner (HRBP), working directly with the CEO and COO on business proposals and partnership discussions, while providing strategic HR input at the executive level.

SolaLink Services (remote)

HR Consultant

Jan. 2025 – Date

- Facilitated 10+ career development seminars and workshops for consulting firms and organisations.
- Designed training content and PowerPoint materials, delivering impactful sessions that enhanced workforce capability.
- Consulted with five start-up businesses, advising on recruitment, succession planning, training, salary administration, and conflict resolution.
- Consulted with candidate on employment issues, including employment contract clauses, offer letters, and interview prep.
- Reviewed business proposals and provided strategic advice on marketing and operational strategies.

Recruiter

Aug. 2024 – Dec. 2024

- Collaborated with company execs and HR stakeholders to identify open roles and promote recruitment solutions, strengthening client engagement.
- Partnered with hiring managers and HR teams to understand workforce needs, delivering qualified candidates across industries with an 80%+ client satisfaction rate.
- Recruited top-tier talent for high-impact roles, including Regional Sales Managers and Fintech Specialists, reducing time-to-hire by 30% through tailored sourcing strategies.
- Strengthened inbound recruitment pipeline by leveraging a strategic referral system, with satisfied clients and candidates driving new business opportunities.

FMCG Search, Lekki, Lagos

360° Recruitment Consultant

Jan. 2024 – June 2024

Sales & Growth Recruiter

- Generated new business through outbound B2B prospecting and strategic cold calling, converting leads into active recruitment mandates using a consultative sales approach.
- Negotiated recruitment terms and pricing structures, ensuring profitable agreements and on-time, quality talent delivery.
- Identified new business opportunities through industry research, pitching recruitment solutions in client meetings with C-suite executives and HR stakeholders, and delivering customised proposals.
- Provided strategic recruitment consulting to FMCG clients, advising C-suite stakeholders on talent acquisition challenges and workforce planning.
- Leveraged LinkedIn and CRM platforms to strengthen client engagement, improve responsiveness, and increase successful placements.
- Reported on sales performance, recruitment pipeline, revenue, and placement metrics to senior leadership, including the Managing Director, providing insights to support business growth and decision-making.

Candidate Recruitment

- Managed full-cycle B2B recruitment, leading sourcing, interviewing, and selection for senior executives and C-suite professionals.
- Implemented targeted sourcing strategies (LinkedIn, internet research, cold outreach, industry networking), increasing candidate pipeline by 40% and improving talent quality by 25%.
- Led high-volume, time-sensitive hiring projects, partnering with hiring managers to improve sourcing efficiency by 30% and reduce time-to-fill by 20%.

CAC Consolation Ministry

HR Officer

Jan. 2023 – Nov. 2023

- Led talent acquisition - workforce planning, recruitment, and onboarding processes across the organisation, improving operational efficiency by 90%
- Secured stakeholder support and mobilised resources to obtain 80% of required equipment, contributing significantly to project delivery.
- Managed employee relations by addressing tutor and student concerns, facilitating conflict resolution, and ensuring effective communication with professionalism.
- Oversaw staff performance management, tracking key performance indicators (KPIs) to ensure alignment with organisational objectives and improvement in productivity.
- Conducted comprehensive training needs analysis, identifying skill gaps and implementing targeted development plans, resulting in a 75% increase in employee performance.

PROFESSIONAL CERTIFICATIONS

Associate, Chartered Institute of Personnel Management (ACIPM)	Induction (in view)
LinkedIn, Consulting Foundations: Client Management and Relationships	Aug. 2024
Certification Edge, Human Resource Management Essentials (aPHRi Prep.)	Dec. 2023
Udemy, Certification course in Human Resource Management	Nov. 2023
NYSC, Certificate of National Service	Nov. 2023

EDUCATION

BSc. (B.Ed.), Biology Education, Lagos State University, Ojo, Lagos, Nigeria	July 2022
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TRAININGS

Leadership Communication, <i>Bucketlist</i>	July 2024
The Power of Employee Feedback, Learning & Development, <i>Bravely</i>	July 2024
HR & Payroll eSymposium, <i>UKG eSymposium</i>	June 2024
Talent Management 101: Back to Basics for Smaller, Stronger Teams, <i>HRExecutive</i>	June 2024
Alchemizing HR: Grounded Leadership, <i>HRCI</i>	Jan. 2024

ADDITIONAL INFORMATION

Volunteer Experience

- Volunteer, Lagos Food Bank Initiative (2023–Present) – Supporting community outreach initiatives focused on hunger relief and food distribution in Lagos.

Languages

- English (Fluent), Yoruba (Fluent)
- Spanish (Intermediate), French (Intermediate)
- Korean (Beginner), Japanese (Beginner)

Interests

Reading, content writing, music, public speaking, teaching, and professional networking.