

Mariam Ajoke Akinoso

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PROFILE

Motivated and detail-oriented Human Resource graduate with a strong foundation in recruitment, employee relations, and administrative support. Skilled in organizing tasks, maintaining records, Eager to apply HR knowledge and contribute to a productive and positive workplace environment.

PROFESSIONAL EXPERIENCE

HR/Admin
Jayplug

08/2025 – 04/2026
Lagos

- Managed and maintained accurate employee records and personnel files.
- Assisted in the preparation and processing of monthly payroll.
- Ensured employee compliance with company policies, rules, and regulations.
- Supported recruitment processes, including candidate screening, interview scheduling, and onboarding.
- Coordinated staff training, development programs, and performance evaluations.
- Addressed employee concerns and contributed to fostering a positive work environment.
- Maintained office organization, supplies, and efficient administrative systems.
- Ensured customers received excellent service and a positive experience.
- Prepared and handled documentation, reports, and official correspondence.
- Assisted with day-to-day administrative operations to support smooth departmental workflow.

Human Resource Intern
Zhoumingq Nigeria Company

11/2024 – 01/2025

- Planned, organised and managed recruitment and selection processes, consistently meeting budget targets and recruitment goals.
- Created a harmonious workplace environment through effective conflict resolution strategies.
- Maintained strict confidentiality whilst handling sensitive personnel data and records.
- Improved efficiency by streamlining HR processes and procedures.
- Fostered positive work relationships through open communication channels with employees at all levels.
- Negotiated favourable terms for employee benefits packages, enhancing company culture and morale.
- Maintained precise, detailed staff and company records for thorough reference.
- Advised line managers on correct disciplinary procedures for compliant issue resolution.

Class Teacher
Re-invent Group Of Schools

12/2023 – 04/2024

- engaging lesson plans aligned with the national curriculum.
- Adapted teaching methods for diverse student needs and abilities.
- Assisted in organising school trips, providing pupils with enriching experiences outside the classroom.
- Organised weekly assessments to evaluate students' understanding of topics taught.
- Provided extra support for struggling students during after-school tutoring sessions.
- Communicated effectively with parents regarding students' progress and behaviour issues.
- Maintained up-to-date records of each student's academic progress and attendance.
- Collaborated closely with colleagues to plan school events and projects.
- Fostered positive learning environment by maintaining strong classroom discipline.
- Preserved the confidentiality of student records and information at all times.

Human Resource Intern*Instago Ed Travels*

07/2023 – 12/2023

Remote

- Assisting with recruitment processes and ensuring a smooth onboarding experience for new employees.
- Collaborating with HR team in fostering a positive and inclusive company culture.
- Assisting best practices for performance management and provide recommendations for improvement
- Supporting employee development and professional growth.
- Assisting in maintaining employee records and managing HR documentation.

Assistant Subject Teacher (Nysc)*Igando Community Junior High School*

05/2022 – 03/2023

Lagos

- Managed up to 70 students at a time to ensure appropriate behaviour
- Motivated students to maximize academic performance
- Successfully increased pass rates on standardized testing 70%
- Filed reports and appropriate paperwork on students, which included assessing student progress

Sales/Customer Service Representative*Kehinde Asanat Stores*

04/2016 – 11/2016

Lagos

- Communicated product features, advantages and benefits to customers which increase customers patronage by 75%
- Worked with management teams to develop annual sales plans, goals and 70% targets annually.
- Developed and maintained strong customer relationships and networks within designated sales territory.
- Answered questions and addressed complaints
- Ensuring maximum customer satisfaction

EDUCATION

Bsc Industrial Relations and Personnel Management-Second Class Upper Division*Lagos State University*

12/2016 – 09/2021

Lagos

Ordinary National Diploma (OND) Banking and finance - Upper Credit*Yaba College Of Technology*

01/2015 – 04/2016

SKILLS

Problem solving and analytical skills

- Excellent communication skills
- Excellent Interpersonal skills
- Good Team Player
- Good Research abilities
- Listening skills
- Time management
- Detailed oriented
- Positive mindset
- Microsoft Office Suite
- Talent acquisition
- Employee recruitment and Onboarding process management
- Employee engagement initiatives
- Confidentiality skills
- Problem-solving and analytical skills