

MFON SOLOMON DAVID

HR Officer | Human Resources | Employee Relations | Recruitment

□ Lagos

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PERSONAL STATEMENT

Results-driven HR Officer & Administrative Professional with 4+ years of experience managing end-to-end HR operations including recruitment, onboarding, employee relations, performance, tracking, and compliance. Proven ability to reduce time-to-hire, improve employee engagement, and ensure 100% policy compliance across functions.

Skilled in HR analytics, HRIS (Odoo), Virdi, Unis, HC Matrix, and Pluto, workforce planning, and training coordination, with a strong track record of supporting business growth through people-focused strategies. Adept at handling employee queries, enforcing policies, and delivering data-driven HR insights.

KEY COMPETENCE

Hard Skills

- Recruitment & Talent Acquisition
- Onboarding & Employee Lifecycle Management
- HR Analytics & Reporting
- Performance Management Systems
- Policy Implementation & Compliance
- Employee Relations & Conflict Resolution
- Training & Development Coordination
- Attendance & Leave Management
- HRIS (Odoo) & Microsoft Office Suite
- Vendor Negotiation & Administrative Operations

Arteer Group

Human Resources Officer

March 2024 – Present | Ikeja, Lagos

Achievements:

- Reduced recruitment turnaround time by 20% by streamlining candidate screening, interview scheduling, and onboarding processes.
- Maintained accurate HR records for 120+ employees while ensuring confidentiality and compliance with company procedures.
- Coordinated employee relations and disciplinary processes, contributing to improved workplace compliance and resolution of employee grievances.
- Supported performance management activities across multiple departments, ensuring timely

- completion of staff appraisals and follow-up on performance improvement plans.
- Supported workplace health, safety, and welfare initiatives for employees.
- Prepared regular HR reports covering headcount, turnover, absenteeism, recruitment, leave, and other workforce metrics.
- Organized staff engagement activities and initiatives that promoted teamwork, morale, and a positive workplace culture.
- Supported management in analyzing staffing requirements and ensuring appropriate manpower levels across departments.
- Ensured HR practices complied with company policies and relevant Nigerian labor regulations.
- Assisted in identifying training needs and coordinating staff training and development programs.
- Monitored employee attendance, lateness, absenteeism, and leave records, helping improve workforce availability and punctuality.
- Successfully handled employee grievances, disciplinary cases, and workplace conflicts while maintaining fairness and compliance with company policies.

Lotus Beta Analytics Ltd – Lagos, Nigeria

Assistant HR/Admin Officer

Feb 2022 – Feb 2024

Achievements:

- Managed end-to-end recruitment and onboarding, coordinating 40+ interviews quarterly and reducing time-to-hire by 15%.
- Maintained and updated employee records using Odoo HRIS, ensuring 100% data accuracy and compliance.
- Acted as first point of contact for employee queries, welfare issues, and HR support, improving response time and satisfaction.
- Coordinated training programs and staff engagement initiatives, boosting employee participation and retention.
- Oversees attendance tracking and leave management, ensuring accountability and workforce efficiency.

ISO / Facility Officer

Sunflag (Knitex) Nigeria Limited

Jan 2020 – Jan 2022

- Conducted internal audits ensuring ISO compliance, improving operational efficiency by 20%
- Collaborated in developing and implementing Quality Management Systems (QMS) aligned with organizational goals
- Delivered training sessions to 50+ employees, improving compliance culture and audit readiness
- Liaised with regulatory bodies including SON, ensuring successful audit outcomes
- Managed facility operations, vendor relationships, and safety compliance
- Reduced operational and maintenance costs by 20–30% through vendor negotiation and process improvements

EDUCATION

B.A. International Studies & Diplomacy

University of Benin (UNIBEN) — 2012 – 2016

National Youth Service Corps (NYSC) — 2018 – 2019

CERTIFICATIONS

Human Resource Management Certification (2019)

ADDITIONAL STRENGTHS

Strong understanding of HR policies, labor laws, and compliance standards
Excellent interpersonal, communication, and stakeholder management skills
High level of confidentiality, professionalism, and attention to detail.

REFERENCES

Available on request