

OKEREKE HELEN IFUNANYA ACIPM-IN-VIEW

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CAREER SUMMARY

Detail-oriented Human Resources and Administrative professional with hands-on experience supporting people operations, recruitment, employee relations, and organizational administration across consulting, agency, and corporate environments. Strong capability in managing recruitment cycles, maintaining compliant HR documentation, coordinating onboarding processes, and supporting performance management initiatives. Known for balancing operational efficiency with employee-focused support, ensuring policies are clearly communicated and consistently applied. Brings a practical, people-centered approach to HR service delivery, payroll support, and administrative coordination while maintaining confidentiality, structure, and professionalism in fast-paced work settings.

CORE COMPETENCIES

- Talent Acquisition and Recruitment Support
- Employee Relations and HR Operations
- HR Documentation and Records Management
- Payroll and Benefits Administration Support
- Administrative and Office Management
- Policy Implementation and Compliance

WORK EXPERIENCE

Human Resources Business Partner | FMR Agency, Lagos State

November 2025 to Present

- Partner with management to support HR operations, employee engagement initiatives, and workforce planning activities.
- Support recruitment planning, role alignment, and candidate screening to meet departmental staffing needs.
- Provide guidance to employees on HR policies, workplace expectations, and internal procedures.
- Assist in performance management processes, including appraisal coordination and feedback documentation.
- Maintain accurate employee records and HR documentation in line with internal standards..

Skills: *HR business partnering | Employee relations support | Policy interpretation, Workforce coordination | Documentation management | Stakeholder communication*

Remote Junior Recruiter | Eric Consultant, Lagos State

May 2025 to September 2025

- Sourced and screened candidates across multiple roles using job boards, referrals, and direct outreach.
- Conducted initial candidate assessments to evaluate role fit, communication ability, and readiness.
- Coordinated interview schedules between candidates and hiring managers to ensure smooth recruitment flow.
- Maintained candidate databases and recruitment trackers to support hiring decisions.

Skills: Candidate sourcing, Screening and shortlisting, Interview coordination, Recruitment tracking, Onboarding support, Remote collaboration

Human Resources Officer | Celepert Global Resources Limited, Lagos State

March 2021 to May 2025

- Managed end-to-end recruitment activities including job postings, interviews, hiring, and onboarding processes.
- Maintained up-to-date job descriptions and HR documentation in line with labor regulations and company policies.
- Coordinated performance review processes and supported salary review exercises through accurate documentation.
- Provided first-line support for employee relations matters, addressing concerns professionally and confidentially.

Skills: Talent acquisition, HR operations, Performance management support, Payroll coordination, employee relations, compliance documentation

EDUCATION

Federal Polytechnic, Oko, Anambra State (HND) Mass Communication	2023
Federal Polytechnic, Oko, Anambra State (OND) Mass Communication (<i>Distinction</i>)	2019

CERTIFICATION

Associate, Chartered Institute of Personnel Management	In-view
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REFERENCES

Available on request.