

OKUNLOYE ABIODUN

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OBJECTIVE

Results-driven Human Resources professional with experience in talent acquisition, HR operations, employee relations, and HR analytics. Skilled in end-to-end recruitment, workforce planning, performance management, and data-driven HR decision-making. Experienced in working across African and international markets, with a strong ability to manage stakeholders, optimize hiring processes, and improve candidate experience. Seeking a dynamic HR role to contribute to strategic talent management and organizational growth.

TECHNICAL SKILLS

Data Analysis and Visualization: [Excel, SPSS, Microsoft Office Suite, and Power BI]

Database Languages: [SQL, PostgreSQL]

Human Resources Information System

Applicant Tracking System (ATS)

SOFT SKILLS

Organisational Proficiency: Highly organised, effectively managing multiple HR processes, tasks, and responsibilities.

Confidentiality: Committed to maintaining the highest level of confidentiality when handling sensitive employee information.

Time Management: Proficient in prioritising tasks and meeting deadlines, ensuring HR operations run efficiently.

Leadership Qualities: Demonstrated leadership in HR roles, with the ability to guide teams and lead initiatives for positive change.

WORK EXPERIENCES

Talent Acquisition Specialist | Fuzu Limited, Kenya - Remote

June 2026 till date

- Lead end-to-end recruitment for technical and non-technical roles across Africa and other international markets, including sourcing, screening, interviewing, and offer management
- Partner with hiring managers to define role requirements and execute tailored hiring strategies aligned with business objectives
- Source and engage high-quality candidates using LinkedIn, job boards, referrals, and internal databases
- Conduct structured interviews and assessments to evaluate skills, experience, and cultural fit
- Maintain strong talent pipelines and provide recruitment insights through hiring metrics and market feedback analysis

Human Resources Generalist | Techpression Media Limited, Lagos

Jan 2024 - June 2026

- Develop and implement effective recruitment strategies to attract top talent.
- Address employee concerns and grievances in a timely and professional manner.
- Implement performance appraisal systems to evaluate employee performance.
- Ensure compliance with labour laws and regulations.
- Identify training needs and organise relevant programs to enhance employee skills.
- Track and analyse HR metrics to provide insights and recommendations for improvement.
- Manage payroll and employee benefits effectively.

Job Associate / Talent Acquisition Support | Fuzu Limited (Kenya - Remote)

Mar 2022- May 2026

- Supported end-to-end recruitment processes across Africa and international markets, from sourcing to offer coordination
- Collaborated with hiring teams and clients to align recruitment strategies with business needs
- Conducted structured screening and provided feedback to improve candidate selection quality
- Delivered data-driven insights to improve recruitment performance and hiring efficiency
- Supported business development teams with talent intelligence and market insights

Human Resource Specialist | Freelance

2020-2021

- Assisted organizations with talent sourcing, screening, and hiring across various roles.
- Coordinated interview schedules and supported selection processes.
- Supported HR operations, including employee documentation and records management.
- Assisted with onboarding activities to ensure a smooth employee experience.
- Provided general administrative support to HR teams as needed.

Human Resources Assistant (Internship) | Advans La-Fayette MFB, Dugbe, Ibadan

2017-2018

- Played a key role in supporting the company's large-scale recruitment efforts and branch expansion initiatives.
- Assisted in the screening and selection of qualified candidates for interviews, ensuring alignment with job requirements and company needs.
- Monitored the staff database, ensuring accurate and up-to-date employee records.
- Collaborated with the HR Manager in developing and executing strategic plans for departmental goals and initiatives.

EDUCATION

Master of Science (MSc) - Statistics (In view)

University of Lagos, Lagos State

Bachelor's Degree (BSc) - Statistics

Ajayi Crowther University, Oyo, Oyo State

Higher National Diploma - Statistics: Distinction

The Oke-Ogun Polytechnic, Saki, Oyo State

National Diploma – Mathematics and Statistics: Upper Credit

The Oke-Ogun Polytechnic, Saki, Oyo State

CERTIFICATIONS

Chartered Institute of Personnel Management (CIPM) - In View

Certified Chief Human Resources Officer (CHRO) - Institute of Management, Technology and Finance

Associate Member of the Chartered Institute of Human Resource Management (CIHRM) - IIPSM

Data Analyst Associate Certification - DataCamp

Data Visualization with Power BI - Udemy

REFERENCES

Available upon request.