

OLANREWAJU OLATOYOSI OLUWAFUNMILOLA

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PROFESSIONAL SUMMARY

Human Resources professional with a B.Sc. in Industrial Relations and HR Management, experienced in recruitment, talent acquisition, and administrative operations. Skilled in candidate sourcing, onboarding, office administration, and client relationship management, with a strong focus on confidentiality and process efficiency. Committed to supporting people-focused, high-performance workplaces.

WORK EXPERIENCE

Recruiter | OTP Internet Technology, Oregun, Lagos State | April 2025 – Present

- Managed end-to-end hiring for various roles within the organization.
- Sourced, screened, and interviewed candidates, ensuring a strong talent pipeline.
- Coordinated onboarding and collaborated with teams to meet staffing needs.
- Maintained talent database, prepared recruitment reports, and handled candidate documentation.
- Maintained talent database and supported employer branding initiatives.

Admin Officer | Secure Your Future, Shyllon, Lagos State | Feb 2025 – April 2025

- Managed and organized office operations, ensuring smooth daily workflow.
- Maintained records, prepared reports, and handled documentation for accounts and loans.
- Assisted in coordinating loan processing and tracking related administrative tasks.
- Supported client relationship management through effective communication and service.
- Ensured confidentiality and proper handling of sensitive company and customer information.

Office Assistant | Detailz Graphic Limited, Onipanu, Lagos | Oct 2023 – Feb 2025

- Handled phone calls, emails, and walk-in inquiries.
- Coordinated with production team for timely order delivery.
- Managed office supplies and inventory.
- Supported staff with photocopying, scanning, and printing.
- Assisted in maintaining office equipment.

Secretary | Explorer Media Limited, Palmgrove, Lagos | Mar 2019 – Oct 2021

- Managed correspondence, files, and company records.
 - Communicated with suppliers and vendors on materials and deliveries.
 - Tracked printing jobs, deadlines, and deliveries.
 - Maintained basic financial records and bookkeeping.
 - Handled client inquiries on services and pricing.
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EDUCATION

Olabisi Onabanjo University, Ago-Iwoye, Ogun State

B.Sc. Industrial Relations and Human Resource Management – **2024**

SKILLS

Relationship Management | Recruitment & Selection | Employee Training & Development | Negotiation & Collective Bargaining | Workforce Planning | Leadership & Team Management | Effective Communication | HRIS Management | Labor Law Compliance | Data Confidentiality | Policy Development & Implementation

TRAININGS AND COURSES

- Effective Administrative Process Strategies – Certificate of Participation, OTP Internet Technology, September 2025.
 - Benefits Of Emotional Intelligence In A Workplace- September, 2025.
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INTERESTS

People Development | Workplace Culture | Continuous Learning | Community Service