

OLUWAFEMI OYEKOLADE (ACIPM, HRPL)
Human Resources Generalist | Talent Manager | People & Culture Strategist
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PROFILE SUMMARY

A dynamic and result-oriented **Human Resources Generalist** with 6+ years of experience delivering strategic HR support across diverse industries. Proven expertise in **Talent Acquisition, Performance Management, L&D, Employee Relations, Compensation & Benefits, HR Policy Development, and Culture Transformation.**

Adept at building strong employee relationships, driving organizational efficiency, and aligning HR strategies with business goals. Recognized for strong problem-solving ability, keen attention to detail, leadership capacity, and a commitment to fostering a positive work environment.

CORE COMPETENCIES

- Talent Acquisition & Workforce Planning
- HR Strategy & Policy Development
- Training, L&D, Performance Management
- Payroll Management, Compensation & Benefits Administration
- Employee Engagement & Culture Building
- Employee Relations & Conflict Resolution
- HR Analytics, Reporting & Documentation
- Vendor & Stakeholder Management
- Onboarding / Offboarding Management
- Labour Law Compliance

PROFESSIONAL CERTIFICATION

Associate Chartered Institute of Personnel Management (ACIPM)

Chartered Institute of Personnel Management of Nigeria – 2023

PROFESSIONAL EXPERIENCE

GROUP HUMAN RESOURCE MANAGER

Clique Solution (Subsidiary of Justintime Health Care) - UK & Nigeria Jan 2026- till date
Key Responsibilities

- Development and implementation of key HR policies, including RACI frameworks, performance management systems, and recruitment and onboarding procedures.
- Assigning of training to new and existing staff and follow through to ensure completion
- Managing employee relations by resolving workplace conflicts in both the UK and Nigeria in compliance with applicable labour laws.
- Overseeing of administrative operations for employees in Nigeria, ensuring efficiency and compliance.
- Leading end-to-end recruitment and selection processes for the Nigeria operations.
- Ensuring strict adherence to recruitment policies and procedures within the UK operations.
- Monitoring and escalating of breached working hours to ensure compliance with UK employment regulations.
- Handling and resolving employee complaints across both regions in a timely and professional manner.
- Design and supervise Standard Operating Procedures (SOPs) across all business units.
- Maintaining accurate documentation of administrative and operational activities for compliance and CQC inspection requirements.
- Collating, analyzing, and interpreting of HR data (training, supervision, and spot checks) to support informed management decision-making.

Key Achievements

- Enhanced the performance appraisal system, improving effectiveness and alignment with organizational goals.
- Developed and implemented a standardized SOP template, coordinating submissions and conducting reviews across all units.
- Established a strategic RACI framework to strengthen accountability and streamline cross functional operations.
- Developed excel matrix for tracking training, spot-checks and supervisions executed within the month
- Supported ERP initiatives by identifying and documenting HR processes suitable for automation.
- Successfully managed workforce diversity across the UK and Nigeria, ensuring compliance with respective labour laws and fostering an inclusive work environment.

GROUP HUMAN RESOURCE MANAGER / CORPORATE COMMUNICATION

Repton Group of Nigeria – Ikeja, Lagos

Nov 2023 – Dec 2025

Key Responsibilities:

- Led HR strategy formulation and alignment with overall group objectives.
- Supervised recruitment, onboarding, and talent management across subsidiaries.
- Handled payroll management from start to finished for both employees' wages, salaries and allowances
- Manage performance appraisal cycles, KPI development, and training needs analysis.
- Designed and executed group-wide training programs, retreats, and ROI evaluation.
- Managed employee compensation, payroll, bonuses, allowances, and welfare initiatives.
- Maintained strict compliance with labour laws and internal policies.
- Led employee engagement programs and culture-building initiatives.
- Oversee vendor relationships (HMO, Pension, HR consultants, etc.).
- Proofread official communication, ensuring corporate brand consistency.
- Managed group events and corporate communications.
- Maintained accurate workforce analytics, profiles, and HR dashboards.

Achievements:

- Improved onboarding checklist, appraisal system, and leave management process.
- Designed and implemented major HR policies (transportation, dress code, clock-in system, property use).
- Developed Employee Handbook and official employee email structure.
- Proposed and implemented unified staff ID card system across subsidiaries.
- Managed a workforce of **150–200 employees**, ensuring efficient HR operations.
- Contributed to the revamp of the company website and customer visitation reports.

HUMAN RESOURCE BUSINESS PARTNER

Lifemate Furniture Limited – Oregun, Lagos

June 2022 – Oct 2023

Key Responsibilities:

- Ensured legal compliance in all HR practices; minimized legal risk.
- Managed end-to-end recruitment, onboarding, documentation, ID issuance, and exit processes.
- Conducted weekly HR–business unit meetings and prepared management reports.
- Supported employee investigations, grievances, and disciplinary actions.
- Recommended training programs based on HR metrics and performance data.
- Fostered positive work relations and team morale.
- Oversaw HR operations across Lekki, Ikeja, Mowe, Ibadan, PH, Abuja branches.
- Conducted salary benchmarking surveys to reduce turnover.
- Monitored welfare programs including HMO and leave administration.

Achievements:

- Reduced employee turnover by **20%**.• Successfully recruited scarce talent (e.g., Chinese Translator) through headhunting.
- Led onboarding training and management development sessions across branches.
- Resolved complex employee conflicts using win-win strategies.
- Improved on retention strategies resulting to 10% improvement on employee retention

HUMAN RESOURCE PERSONNEL

Eneight Limited – Ikeja, Lagos

Nov 2020 – May 2022

Key Responsibilities:

- Conducted job analysis, prepared job descriptions, and managed recruitment life-cycle.
- Managed interview scheduling, coordination, and documentation.
- Executed onboarding processes and employment documentation.
- Maintained job applicant database and prepared HR content for social media.
- Conducted background checks and drafted employment letters.

Achievements:

- Successfully recruited multiple roles within tight timelines.
- Collaborated on COVID-19 supplies and installation for client organizations.

ADMINISTRATIVE / TRAINING OFFICER**Alex & Jefferson Consulting – Ikoyi, Lagos****Oct 2018 – Feb 2020****Key Responsibilities:**

- Provided executive administrative support to the CEO.
- Managed office operations, documentation, VAT calculations, and financial records.
- Coordinated meetings, training sessions, and prepared materials.
- Supported research and training development projects.

Achievements:

- Contributed to online brand visibility.
- Administered training for **200–300 First Bank Academy trainees**.
- Planned and coordinated executive coach training programs.
- Supported company's website update and redesign.

PERSONAL ASSISTANT (INTERN)**Whitewater Educational Consult – Agege, Lagos****Dec 2017 – July 2018****Key Responsibilities:**

- Coordinated a team of 5–10 field staff.
- Compiled field reports and provided operational support.
- Handled customer issues and ensured timely resolution.

EDUCATION**B.Sc. Public Administration (Second Class Division)**

Obafemi Awolowo University, Ile-Ife

2011 – 2015

OTHER CERTIFICATIONS

- Microsoft Excel (2019/365) – Earn & Excel (2021)
- Jobberman Soft Skills Certification – Jobberman (2020)
- African Masterclass – Ideation Hub Africa (2020)
- Digital Marketing Fundamentals – Google Africa (2019)

VOLUNTEERING EXPERIENCE**REB360 Limited – HR (Freelance) |****Jan 2023**

- Managed recruitment, onboarding, and policy compliance.
- Conducted disciplinary reviews and negotiated offers.
- Provided HR advisory to management.

CardinalStone Registrar Ltd – AGM Support |**Jan 2018**

- Registered and verified 200–300 investors during AGM.
- Resolved investor queries and updated profile data.

LEAP Africa – SIPA Program | Nov 2018

- Managed event logistics and digital participant validation.
- Provided real-time solutions to participant challenges.

SKILLS

- HR Operations & Administration
- HR Software Usability (HR ERP, Smartrecruiter, Zoho)
- Leadership & People Management
- Conflict Resolution & Emotional Intelligence
- Content Creation & Presentation Skills
- MS Word, Excel, PowerPoint
- Canva
- Social Media Management
- Research & Report Writing

INTERESTS

Human Resource Capacity Development, Corporate Training, Human Resource Consultation Solution, Administration Management, Thoughtful Leadership, Motivational Speaking

REFERENCES

Available on request.