

Oluwatobi Otunla

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| 11, Salami Street, Oworonshoki, Lagos, Nigeria. |

Human Resource and Administration Professional

PROFESSIONAL SUMMARY

Detail-oriented and result-driven Administrative and Human Resource professional with over 5 years of hands-on experience in office administration, staff coordination, customer engagement, and operational support across retail, automotive, and educational sectors. Proven track record in managing administrative systems, maintaining accurate records, overseeing cash flow, and enhancing internal communication. Demonstrates strong organizational skills, digital fluency in social media management, and a commitment to continuous improvement. Currently pursuing a Master's degree in International Human Resource Management, with a passion for fostering workplace efficiency and team development in fast-paced environments.

CORE COMPETENCIES

Office and Administrative Management | Human Resources Operations | Customer Relationship Management | Documentation and record management | Teaching and Training | Team Supervision and Coordination | Teaching and Training | Time Management and Prioritization | Conflict Resolution and Employee Relations | Confidentiality and Ethical Conduct | Performance Monitoring and Appraisal Support | Proficiency in Microsoft Office Suite.

EDUCATION

- 2025 - 2026 | Master of Science (M.Sc) | International Human Resources Management | Rome Business School, Nigeria & Valentia International University, Spain.
- 2022 - 2024 | Higher National Diploma (HND) | Public Administration | The Polytechnic Ibadan
- 2017 - 2019 | National Diploma (ND) | Public Administration | The Polytechnic Ibadan

WORK EXPERIENCE

Jan 2026 – Present | HR/Admin Officer | Leshman Integrated Services, Lagos

- Managed daily administrative and HR operations to ensure smooth office activities.
- Coordinated recruitment, onboarding, and employee records management
- Maintained office files, documentation, and HR databases
- Implemented company policies and ensured compliance with labor regulations
- Handled staff welfare, employee relations, and workplace issues
- Supported payroll processes, attendance, and leave management
- Organized meetings, training sessions, and staff development programs
- Managed office supplies, vendors, and general administrative support
- Prepared reports, correspondence, and official HR/Admin documents
- Facilitated communication between management and employees

March 2025 – December 2025 | HR /Admin Officer | COINs Logistics, Lagos

- Oversaw daily administrative and HR operations to ensure efficient office management
- Managed end-to-end recruitment processes, including job postings, screening, interviews, and onboarding
- Maintained and updated employee records, HR databases, and confidential documentation
- Prepared reports, correspondence, and official HR/Admin documents
- Organized meetings, training sessions, and staff development programs
- Supported payroll administration, attendance tracking, and leave management
- Facilitated communication between management and employees
- Managed office supplies, procurement processes, and vendor relationships
- Supervised general office maintenance and ensured proper facility management

Sept 2022 – Dec 2024 | Administrative Officer | Kay Fola Car Dealing Company, Lagos

- Oversaw administrative operations including document control, staff records, and office inventory management.
- Supported management with reports and oprational tasks.
- Managed day-to-day administrative and office operations.
- Developed and implemented internal communication strategies to promote teamwork and productivity.
- Maintained financial records, prepared reports, and ensured compliance with company policies and regulatory requirements.

Jan 2021 – Dec 2022 | Administrative & Personnel Officer | J.O Folahan Investment Company, Lagos

- Managed day-to-day office administration, staff coordination, and scheduling.
- Ensured accurate record-keeping of sales, inventory, and employee data.
- Provided support in managing vendor relationships and procurement processes.
- Participated in conflict resolution, grievance handling, and staff performance tracking.
- Assisted in drafting memos, reports, and internal policies aligned with company goals.

Feb 2020 – Nov 2021 | Administrative Assistant & Classroom Supervisor | De-bold Group of Schools, Ikorodu, Lagos

- Maintained student records, coordinated class schedules, and provided support to the school administration.
- Facilitated classroom instruction in civic, ICT, and social studies while promoting discipline and moral values.
- Acted as interim ICT coordinator, managing digital resources and student database updates.
- Supported the head teacher with internal memos, parent communications, and organizing school events.

PROFESSIONAL CERTIFICATIONS

- Chartered Institute Of Personnel Management Of Nigeria | CIPM| In View
- Aspire Leaders Program | Aspire Institute | 2026.
- Business Leadership Development Program | Rome Business School, Nigeria | 2025.
- Post-Graduate Certificate: Chartered Institute of Local Government and Public Administration Of Nigeria | 2024
- CRSD Fundamentals | CRSD Institute | 2024

PROFESSIONAL MEMBERSHIP

- Chartered Institute Of Personnel Management Of Nigeria | CIPM| In View
- Chartered Institute of Local Government and Public Administration Of Nigeria | CILPGAN| 2024

References

- Available on request.