

OMOLADE ESTHER KEHINDE

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PROFILE SUMMARY

Detailed Oriented and highly organized recent graduate with bachelor's degree in Public Administration, with strong analytical and foundational exposure to Human Resource management, Public financial management and Administrative law through undergraduate studies. Ready to take on Human Resource challenges and improves with practiced approach. Talented relationship-builder and proactive problem solver.

SKILLS AND EXPERTISE

- Basic HR Practices
- Training and Development
- Time Management
- Administrative Support
- Confidentiality and Professionalism
- Employee Relation
- Performance Management
- Conflict Management
- Compensation and Benefits
- Communication and Interpersonal Skills

PROFESSIONAL EXPERIENCES

A-Player Consulting Limited, Lagos State – HR Officer (Hybrid)

Jan 2025 -- Present

- Supporting end-to-end recruitment and onboarding processes
- Managing employee records and maintaining accurate HR documentation
- Assisting in handling employee relations and workplace issues
- Supporting performance management and appraisal processes
- Ensuring compliance with company policies and Nigerian labour laws
- Providing administrative support to the HR function
- Maintaining confidentiality of employee information

Admar-Mega Height Academy Ogun State – Teacher (NYSC)

June 2025 – July 2026

- Taught students Government and Business Studies as well as organise learning resources to facilitate a positive learning experience in a conducive environment.
- Identified students' individual and collective learning needs and planning, preparing and delivering instructions designed to capture interest and maximise individual learning.
- Assisted with administrative duties and other outlined duties as deemed fit by the head of the school.

EDUCATION AND PROFESSIONAL DEVELOPMENT

Kogi State University, Anyingba, Kogi State, Nigeria

2021 – 2024

Programme: B. Sc., Public Administration

Grade: Second Class Honours

Core Coursework: Human Resource Management, Public Financial Management, Administrative Law, Personnel Management and Gender Studies

PROFESSIONAL CERTIFICATION AND TRAINING

- Human Resource Management (IPMA-CP)
- ACIPM

2026

(in view)