

Ochuko Atanega

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Professional Summary

Results-driven Human Resources professional with experience as a business partner, recruiter, and administrative assistant. Skilled in talent acquisition, onboarding, employee engagement, HR policy development, compliance, and performance management. Proven ability to align HR strategies with organizational goals, foster productive work environments, and support business growth through people-centered solutions.

Core Skills & Competencies

- Talent Acquisition & Head-Hunting
- Employee Onboarding & Orientation
- Training Coordination & Evaluation
- HR Policy Development & Implementation
- Employee Relations & Conflict Management
- HR Documentation & Digital Filing Systems
- Data-Driven HR Reporting
- Performance Management Support
- Workforce Planning & Organizational Structuring
- HRIS Management
- Compliance & Labor Law
- Recruitment Marketing & Employer Branding

Professional Experience

HR Officer | The Bespoke Royal (May 2025 – Present)

- Recruited a skilled Fashion Illustrator whose innovative designs increased production efficiency by 47%.
- Hired an Operations Manager whose strategic input boosted service delivery by 67% and supported expansion into six international markets.
- Proposed a remote monitoring system that reduced employee conduct issues.
- Designed a dispute resolution framework for minor conflict management.
- Contributed to growth-aligned HR policy creation and implementation.

HR Assistant | Quilombo (March 2024 – March 2025)

- Streamlined applicant tracking and scheduling to reduce time-to-hire by 17%.
- Implemented structured onboarding that increased new hire alignment and engagement.
- Digitized HR records, improving accuracy and reducing processing time by 32%.
- Supported KPI-based performance review cycles.
- Led initiatives that improved internal communication and employee satisfaction.

Human Resource Officer | LADOL (May 2023 – September 2023)

- Facilitated employee onboarding and compliance with training requirements.
- Maintained training documentation and attendance records for audit.
- Collected feedback to improve HR planning and reporting.

Human Resources Business Partner | ProwPeople (August 2021 – March 2023)

- Updated employee handbook to address key HR issues and improve clarity.
- Introduced a digital filing system for fast personnel record access.
- Cleared recruitment backlog through proactive headhunting.
- Conducted anonymous surveys to identify satisfaction gaps.
- Created organograms and job descriptions to streamline structure.
- Improved internal communication by implementing official staff email systems.
- Developed KPI-based appraisal templates for consistent performance evaluations.
- Implemented lateness logbook system, reducing staff lateness by 80%.
- Supported compliance that increased overall team productivity.

Personal Assistant | Blu Cakes (August 2018 – July 2019)

- Received and attended to guests, customers and visitors.
- Planned and organized the schedule of the CEO by taking notes of the CEO's schedule, intending events, orders and deliveries.
- Reminded the CEO of impending meetings, deliveries and other programs.
- Maintained an office filing and data entry system
- Kept financial records as well as other assigned tasks

Education

BSc in Psychology | University of Port Harcourt

Certifications

- Human Resources Management
- Project Management Professional