

OGUNBIYI OLUWATOBILOBA RUFUS

Orile Iganmu, Lagos, Nigeria.

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Human Resource Executive /Industrial/Organizational Psychologist

PROFESSIONAL SUMMARY

Dynamic and results-driven Human Resource Executive with a strong foundation in Industrial/Organizational Psychology and proven expertise in end-to-end HR functions including recruitment, performance management, employee engagement, and compliance. Skilled in data-driven decision-making, talent development, and HR process optimization. Recognized for excellence in organizational contribution, operational efficiency, and delivering a seamless employee experience.

CORE SKILLS

- Talent Acquisition
- Employee Lifecycle
- Employee engagement
- Compensation & Benefits
- HR Policies & Procedures
- HR Administration
- Presentation Skills
- Employee Relations
- Talent Management
- Performance Management

PROFESSIONAL EXPERIENCE

Human Resources Senior Executive Qualiserve Technology Group

May 2025 - Present

Roles;

- Handling Payroll
- Provide input to HR strategy, aligning HR initiatives with the organization's overall goals.
- Oversee recruitment, onboarding, development, performance management, and exit processes
- Ensure HR policies and procedures are effectively communicated and adhered to across the organization.
- Serve as a trusted point of contact for employees, promoting engagement, resolving conflicts, and maintaining a healthy workplace culture.
- Ensure compliance with labor laws, regulations, and organizational policies.
- Maintain accurate HR records, analyze workforce data, and provide insights to management for decision-making.

Human Resource Executive Garment Care Limited

June 2024 – April 2025

Roles;

- Creating job postings, screening resumes, conducting interviews, and making hiring decisions
- Coordinate orientation and training and ensure a smooth transition into the company.

- Addressing employee concerns by acting as a point of contact for employees to resolve issues and address concerns.
- Assessing employee skills gaps and developing training programs to enhance skills and knowledge.
- Maintained accurate and confidential personnel records in compliance with data privacy standards.
- Drive digital transformation in the organization by onboarding staff on ERP software.
- Promoted continuous improvement in HR operations through structured documentation and tracking tools.
- Assisted with performance evaluations and supported initiatives to reduce employee turnover.
- Responded to HR-related inquiries, fostering positive relationships across departments.
- Promoted continuous improvement in HR operations through structured documentation and tracking tools.
- Manage company medical Insurance (HMO) scheme process
- Management the group life insurance process.

University of Lagos – Human Resource Management Directorate, Akoka Yaba

Human Resource Intern

Jan 2024 – July 2024

Roles;

- Gained hands-on experience across four HR arms: HRISP, Employment Development Service, HR Committee, and Pension Unit.
- Supported onboarding, training, and employee record management processes.
- Coordinated candidate interviews, ensuring a seamless recruitment experience. Assisted with policy implementation and internal communication efforts.
- Improving relations between staff and employers.
- Collaborate to develop policies, programs, solutions, periodic update of HR processes and policies.

Old Mutual Nigeria

Financial Advisor

May 2021 – Dec 2023

- Developed customized financial plans to help clients meet their financial goals.
- Provided expert guidance on investment opportunities and financial products.
- Built strong client relationships rooted in trust and effective communication.
- Ensured adherence to financial regulations and internal compliance standards.

Ohaukwu Local Government, Ebonyi State

Administrative Assistant (NYSC)

Feb 2020 – Mar 2021

- Served as Corp Liaison Officer and worked directly with the Head of Personnel Management.
- Oversaw documentation, correspondence handling, and organized administrative processes.

EDUCATION

University of Lagos, Nigeria

M.Sc. in Psychology (Industrial and Organizational Psychology)

2025

University of Lagos, Nigeria

B.Sc. in Psychology (Second Class Upper – CGPA: 4.23)

2020

SKILLS & COMPETENCIES

Core HR Competencies

- Information Management: Centralized database control, employee records, and benefit program optimization.
- Recruitment: Job postings, candidate sourcing, ATS management, interview coordination, and onboarding facilitation.
- Training & Development: Training needs analysis, LMS usage, content creation, compliance training, and continuous learning programs.
- Performance Management: Goal alignment, 360-degree feedback, performance evaluation, improvement planning.
- Compliance & Documentation: Labor law adherence, confidential record-keeping, operational tracking with Excel.
- HR Tools: Microsoft Word, Excel, PowerPoint, SPSS (data analysis), ATS, LMS.

AWARDS, CERTIFICATE & RECOGNITION

Award of Excellence – Department of Psychology

Recognized for tutoring support that significantly contributed to student examination success and overall departmental performance.

Certificate of Merit – Ohaukwu Local Government, Ebonyi State

Commended for dedicated service and direct administrative support to the Head of Personnel Management.s

Lcci Training Certification- Negotiating Skills & Critical Thinking for HR

Executives

REFERENCE

Available on Request.

