

OLISEH NAOMI

TALENT ACQUISITION SPECIALIST | RECRUITMENT & PEOPLE OPERATIONS

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PROFESSIONAL SUMMARY

People-focused and organised professional with experience in talent acquisition, administrative support, accounting, customer relations, and business operations. Skilled in candidate communication, recruitment coordination, interview scheduling, follow-up, record keeping, and maintaining professional relationships. Brings strong attention to detail, confidentiality, and the ability to coordinate multiple priorities while supporting an efficient and positive recruitment experience.

CORE COMPETENCIES

Talent Acquisition & Recruitment Coordination • Candidate Sourcing & Outreach • CV Review & Shortlisting Support • Interview Scheduling • Candidate Communication & Follow-Up • Recruitment Documentation • Stakeholder Relations • Administrative Support • Accounting & Record Keeping • Confidentiality • Time Management • Written & Verbal Communication

PROFESSIONAL EXPERIENCE

GIASUN TECHNOLOGY | Talent Acquisition Specialist | 2023–2026

- Supported recruitment activities by communicating with prospective candidates and coordinating follow-ups throughout the hiring process.
- Assisted with candidate sourcing, reviewing applicant information, and organising candidate details for recruitment consideration.
- Coordinated interview arrangements and communicated relevant information to candidates and internal stakeholders.
- Maintained organised recruitment records and updated candidate information to support the hiring workflow.
- Built and maintained professional relationships with candidates, ensuring timely and respectful communication.
- Handled candidate information discreetly and supported efficient coordination of recruitment-related tasks.

BROOKHOUSE CONSTRUCTION & INTERIOR | Personal Assistant & Accountant | 2021–2023

- Provided administrative and personal assistance, including coordinating schedules, correspondence, and day-to-day priorities.
- Maintained financial records and supporting documentation, helping ensure transactions were properly recorded and organised.
- Assisted with expense tracking, invoice documentation, and routine accounting and administrative tasks.
- Communicated with clients and business contacts professionally and followed up on outstanding requests.
- Organised confidential business documents and supported accurate record keeping.
- Helped coordinate operational activities and ensured important information reached the relevant people promptly.

EDUCATION

Higher National Diploma (HND) / Accounting

Federal Polytechnic, Ilaro, Ogun State, Nigeria.

PROFESSIONAL TRAINING

Computer Training Certificate — Polyconsult Computer Training | 2016–2017

TECHNICAL SKILLS

Microsoft Word • Microsoft Excel • Microsoft PowerPoint • Sage Accounting Software • Electronic Record Management • Data Entry & Documentation • Email Correspondence • Online Research

PERSONAL ATTRIBUTES

Strong interpersonal skills • Organised and detail-oriented • Adaptable and proactive • Professional handling of confidential information • Effective prioritisation • Collaborative working style

REFERENCES

Available upon request.