

Oluchi Izuogu

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Professional Summary

Detail-oriented HR Officer with hands-on experience in recruitment support, HRIS/ATS management, and employee records administration. Skilled in payroll data collection, onboarding coordination, and HR documentation. Proficient in Microsoft Office Suite with strong organizational and communication skills. Currently pursuing CIPM certification, eager to contribute to HR operations and employee engagement initiatives.

Core Competencies

- Resume screening and interview scheduling
- Recruitment, Onboarding and offboarding processes
- Employee records management and HR documentation
- Payroll data collection and reporting (Excel, HRIS)
- HRIS/ATS database management
- Knowledge of Nigerian labor legislation
- Employee engagement and event coordination
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)
- Strong organizational, communication, and teamwork skills

Professional Experience

Team Affairs LTD | HR Intern | Apr 2026 – Present

- Updated employee records and gathered payroll data (leaves, hours, accounts).
- Streamlined CV screening and interview scheduling, reducing candidate response time by 30%.
- Drafted contracts and onboarding documentation, ensuring compliance.
- Automated payroll processing in Excel/HRIS, minimizing manual errors.
- Coordinated employee engagement initiatives, boosting participation by 20%.
- Led cross-functional recruitment strategies, collaborating with department heads to accurately identify and fulfill specialized talent needs.
- Revised and enhanced the corporate employee handbook to reflect updated workplace policies and regulatory standards.
- Launched the Workers' Day recognition initiative, rewarding outstanding staff with monetary incentives to drive performance.

Fedora Herald & Partners | HR Intern | Jan 2026 – Mar 2026

- Screened resumes and scheduled interviews, improving candidate pipeline efficiency by 25%.
- Standardized employment contracts and onboarding materials, enhancing new-hire satisfaction.

- Secured confidential employee records, passing HR compliance checks with zero findings.
- Produced HR reports and executive presentations for management.

Hephzibah Eyecare Limited | Business Manager | Sept 2022 – Jan 2025

- Directed onboarding and clinical training programs, accelerating new hire integration and reducing time-to-productivity by 40%.
- Optimized annual and monthly budgets while reducing clinic overhead costs.
- Established transparent performance targets and weekly milestone reviews, driving consistent project alignment and maintaining high staff morale.
- Executed clinic SWOT analyses and competitor tracking, setting strategic targets that successfully scaled internal workflows.
- Served as the primary liaison for employee inquiries and conflict resolution, measurably improving workplace satisfaction and team retention.
- Enforced zero-delay reporting schedules for weekly/monthly income/expense reports, inventory audits, and patient visit records to ensure total operational compliance.

Education

HND, Business Administration & Management – Federal Polytechnic Nekede, Owerri (2017)

Certifications

- Human Resources Management – Digital Exchange Academy- 2026
- QuickBooks Online Mastery – Book Smarts Accounting LLC- 2026
- CIPM (Chartered Institute of Personnel Management) – In Progress