

Oluwafemi Ayobami Balogun

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Professional Profile:

Results-driven Human Resources and Management professional with five years of experience in workforce coordination, operations management, procurement, HR administration, and process improvement. Proven ability to implement organizational strategies, optimize workflows, improve compliance standards, and enhance operational efficiency across multidisciplinary teams. Skilled in Human Resource Information Systems (HRIS), database management, stakeholder engagement, and strategic planning. Proficient in driving business growth through data-informed decision-making and people-centered leadership.

Experience:

HR Officer II (Operations)

Augustfield Ventures, 2022-2025

- Coordinated workforce planning and operational activities across three units within the Operations Department, supporting a team of approximately 12 employees.
- Co-facilitated recruitment and selection processes by engaging in applicant interviews and maintaining accurate employee records to support HR administration functions.
- Administered payroll and employee benefits using BizEdge HRIS Software, ensuring timely and accurate employee compensation management.
- Implemented and managed HRIS (BizEdge) processes that improved employee documentation turnaround time by 12%, enhancing record-keeping efficiency and accessibility.
- Facilitated succession planning structures and programs that supported training and development of staff for leadership responsibilities.
- Conducted compliance audits via HRIS-generated employee attendance and resumption reports to ensure adherence to organizational policies and operational standards.
- Managed procurement activities involving approximately 500 operational equipment items over a two-year period, contributing to organizational cost reduction initiatives.
- Recovered over ₦2,000,000 in outstanding debts through proactive stakeholder engagements with customers and buyers.
- Participated in strategic management meetings and contributed recommendations that informed business growth initiatives focused on operational efficiency and customer satisfaction.
- Conducted market and customer research to identify emerging trends and support data-driven business decisions.

Manager

Nana Café, 2021 - 2022

- Coordinated production processes, optimized workflows, and ensured quality control which all led to over 18% improvement in overall productivity.
- Facilitated day-to-day planning and coordination of services and business related activities.
- Interviewed and assessed nothing less than 20 potential staff to be recruited, placed, transferred, and retrenched.
- Prepared and designed organizational pay structure whilst doubling as Auditor.
- Introduced and led the automation of processes pertaining to stocks, sales, and remuneration management. Lands Officer

Lands Officer

Ekiti State Ministry of Lands, housing and Urban Development, 2020 – 2021

- Tracked Land allocation, reallocation, and payment records of over 1500 parcels.
- Optimized office administrative procedures, and also reviewed evaluated and implemented new procedures.
- Established new work policies that encouraged the use of digitized information storage as against the continual usage of bulky paper-documentation.
- Assembled data, prepared periodic and special reports, and correspondences in support of the office of Director of Administrative Supplies.

Data Analyst

Geographic Integrated Services Limited (GISL), 2018 - 2020

- Managed inventory, equipment sales, and installations.
- Monitored and test-controlled company tools, equipment and software programs to be sure they remained in good shape at intervals.
- Enforced system policies and ensured compliance.
- Undertook over 200 Geo-data operations, manipulations, and refinement.
- Conducted tasks such as buffering and network analysis, digitization, and geo-referencing on software like ArcGIS, ERDAS Imagine, and IDRISI Selva.
- Co-designed open-street maps of Ikeja/Victoria Island axes.
- Conducted hazard analysis of usual gas explosion-hit areas of Abule-Ado/Ijegan, Lagos state.
- Queried, and analyzed manipulated numerous Geo-spatial databases in the Arc-GIS environment.
- Established organization and coordination of lectures and seminars for contracted-students.

Education:

- M.Sc. Geographical Information Systems (GIS), University of Ibadan, Oyo State, July 2023.
- B.Sc. Geography, University of Ibadan, Oyo State, March 2019.
- National Diploma (ND) Business Administration and Management, Federal Polytechnic Ado-Ekiti, Ekiti State, November 2012.

Certifications:

- Associate Member, Chartered Institute of Personnel Management of Nigeria (CIPM).
- Member, Nigerian Institute of Management (NIM).
- Licensed Human Resource Practitioner (HRPL), Chartered Institute of Personnel Management of Nigeria.
- Delegate, United Nations Security Council, Babcock International Models United Nations (BIMUN).

Core Competencies:

- ✓ Talent Acquisition and Recruitment
- ✓ Workforce Planning
- ✓ Compensation and Benefits
- ✓ HR Information Systems (HRIS)
- ✓ Operations Management
- ✓ Employee Relations
- ✓ Performance management
- ✓ Strategic Planning
- ✓ HR Administration

Technical Skills:

- ✓ Microsoft Office Suite
- ✓ HRIS
- ✓ Data Analysis and Reporting
- ✓ Java Programming
- ✓ AWS Cloud Computing
- ✓ DevOps Engineering
- ✓ ArcGis
- ✓ Database Management
- ✓ AI Productivity Tools