

Makinde Moyinoluwa Janet

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SUMMARY

Dynamic professional with expertise in fostering company cultures that enhance employee engagement and productivity. Passionate about performance management, employee relations, training and development, and conflict resolution, with a track record of implementing HR strategies that support organizational growth. Recently expanded my focus to include sustainable HR practices, completing a course on integrating sustainability and climate change into HR functions. Committed to driving positive social change through active involvement in humanitarian initiatives and youth empowerment programs, while continuously investing in professional development.

WORK EXPERIENCE

HR Recruitment Volunteer (Internship- Remote)

April 2025 - Present

The Social Boardroom

Lagos, Nigeria

- I design and implement digital onboarding & remote HR practices.
- Initiate sustainable workflow policies that align with remote-first operations.
- Build inclusive talent pipelines with ESG-sensitive considerations.

HR Officer (Full Time- Remote)

September 2024 - Present

Rebot Business Solutions

Akure, Ondo, Nigeria

- Leading recruitment, onboarding, and employee growth strategies to build and sustain high-performing teams.
- Implementing HR policies that foster a positive work environment, drive productivity, and strengthen company culture.
- Streamlining processes, improving workflows, and optimizing resource allocation for greater business effectiveness.
- Navigating workplace challenges, promoting open communication, and cultivating a supportive and inclusive environment.

Human Resources and Operations Manager (Contract- Onsite)

February 2025 - March 2025

IJAN AFRICA

Lagos, Nigeria

- Implemented HR policies, fostered a positive workplace culture, and drove employee engagement.
- Enhanced operational workflows, improved productivity, and ensured seamless business processes.
- Addressed workplace challenges and created a supportive work environment.
- Managed and improved employee performance.

Admin Intern (Full Time- Onsite)**April 2021 - Oct. 2021****Lagos State Ministry of Agriculture****Lagos, Nigeria**

- Collected and organized farmer data across Lagos State to aid agricultural planning and development.
- Assisted in outreach programs, providing direct support and resources to local farmers.
- Contributed to report preparation by compiling and analyzing feedback from field activities.
- Participated in site visits to farms and agro-related organizations within the state, gaining practical insights into agricultural practices.
- Handled correspondence and supported day-to-day office operations to ensure efficient workflow.

Receptionist (Full Time- Onsite)**March 2012 - July 2013****Yeshua High School****Lagos, Nigeria**

- Managed the reception area by greeting visitors, answering inquiries, and directing them to the appropriate department or personnel.
- Simplified phone enquiry processes to ensure callers received the information they needed quickly, reducing call times and enhancing the overall service experience.
- Provided a friendly and professional experience for guests, utilizing strong service knowledge and effective communication skills.

Sales and Customer Service Representative (Full Time- Onsite)**February 2011 - February 2012****Timeless wrist watches and jewelry store****Lagos, Nigeria**

- Assessed customer preferences to recommend jewelry pieces and build long-term relationships.
- Contributed to meeting sales targets by focusing on customer retention and satisfaction strategies.
- Monitored customer feedback and collaborated on improvements to enhance service quality and satisfaction.
- Registered customer information on the database to retain accurate records and enable tracking history.

SKILLS

Talent Acquisition & Recruitment, Interpersonal Communication, Employee Relations & Conflict Resolution, Critical Thinking & Problem- Solving, Performance Management

EDUCATION

Federal University of Technology Akure**January 2017 - March 2023****Ondo, Nigeria****B.(Agric)Tech Agricultural and Resource Economics**

CERTIFICATES

Green Digital Skills Certificate (INCO)	June 2025
ECO 30 Sustainability Challenge (AIIDEV Africa)	March 2025
IBM SkillBuild Climate Change/Green Economy (IBM)	February 2025

VOLUNTEERING EXPERIENCE

Volunteer

Nigerian Solidarity Support Fund (NSSF)

Lagos, Nigeria

- Provided support for the coordination of the Wenaija Youth Fest 2024, which focused on advocating for a 'No to Drug Abuse' campaign.

Volunteer Support Worker

Lagos Food Bank

Lagos, Nigeria

- Participated in community outreach programs, raising awareness about available support services for vulnerable populations.
- Assisted in organising food distribution and other resource-sharing activities to support individuals and families in need.

Volunteer

YALI Network

Lagos, Nigeria

- Provided welfare resources and organised activities for orphanage homes, supporting children's well-being and development.
 - Contributed to initiatives aimed at promoting community empowerment and youth leadership.
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