

SALAUDEEN ZAINAB AYOMIDE, ACIPM

Human Resource Professional

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PROFESSIONAL PROFILE

ACIPM-certified Human Resources professional with experience in recruitment, onboarding, HR administration, employee relations, compliance, and personnel records management. Proven ability to coordinate end-to-end recruitment, support payroll administration, implement HR policies, and maintain accurate employee documentation. Recognized for improving HR processes, supporting employee engagement, and delivering efficient administrative operations. Highly organized, detail-oriented, and committed to continuous learning, organizational excellence, and contributing to high-performing teams.

CORE COMPETENCIES

Full-Cycle Recruitment | Candidate Sourcing & Screening | Interview Coordination | Onboarding and Training | Employee Relations and Engagement | Performance Management and Appraisal | Employee Record & Compliance | Payroll Support | MS and Google Workspace | Communication | Organisational Skills | HR Administration | Policy Compliance | Emotional Intelligence | Time Management | HR Analytical Skills | Confidentiality & Data Integrity.

PROFESSIONAL EXPERIENCE

HR Assistant

Rainbow Educational Services Limited, Surulere | Feb 2025 - Present

- Coordinate onboarding and orientation for over **50 new employees**, ensuring smooth integration into the organization and improving first-week employee engagement.
- Manage full-cycle recruitment for more than **90 vacancies**, including job advertising, CV screening, candidate shortlisting, interview coordination, and onboarding support.
- Reduced recruitment turnaround time by **10%** through effective candidate sourcing and screening processes.
- Maintain confidential personnel records for a workforce of over **300 employees**, ensuring documentation accuracy and compliance with organizational and regulatory requirements.
- Support the implementation and standardization of HR policies across academic and administrative departments, contributing to a **15% improvement in compliance and operational efficiency**.
- Monitor employee attendance and leave administration to support payroll preparation and accurate workforce records.
- Assist with payroll processing by providing timely and accurate employee information.
- Respond to employee HR enquiries, resolving routine issues promptly and escalating complex matters appropriately.
- Coordinate daily HR administrative activities, ensuring operational deadlines and reporting requirements are consistently achieved.

HR Support

Layus Investment Company Limited, Ipaja, Lagos | March 2020 - June 2020

- Managed and audited comprehensive employee records and documentation for **15 staff**, ensuring data integrity and maintaining strict compliance with confidentiality protocols.
- Optimized administrative workflow by providing reliable support in managing confidential files and distributing high-volume employee forms, improving departmental efficiency by **6%**.

- Contributed to the implementation of a compliance policy ensuring all transport staff were informed about government requirements for renewing expired driver's licenses, aligning safety standards with organizational expectations.
- Assisted in developing a punctuality improvement tracking system for factory staff to reduce lateness.

EDUCATION

- **Bachelor of Science (B.Sc.), Industrial Relations and Personnel Management** | 2024
University of Ilorin, Nigeria
- **Chartered Institute of Personnel Management (CIPM)**
Associate, Chartered Institute of Personnel Management (**ACIPM**) 2026

PROFESSIONAL CERTIFICATIONS

- Professional Certificate in Human Resource Management | 2026
- HR Analytics, Simplilearn | 2026
- Introduction to Data Analytics, Simplilearn | 2026
- HR Priming with Stella Obialor Executive Training Academy | Ongoing
- **National Youth Service Corps (NYSC)** | Certificate of National Service, 2025
- Jobberman Soft Skills Course | 2026
- Business Analysis and Process Management, Coursera. | 2025
- Computer studies, Lagos State Government Skill Acquisition Centre (WAPA) | 2023

VOLUNTEER GROUPS/LEADERSHIP POSITIONS

- Cowrywise Graduate Ambassador | 2025 - Present
- Digital Librarian and Training Coordinator of ThriveRise Foundation of Africa. | 2025- Present
- Volunteer, AIESEC clean-up project, Unilorin | 2018
- Volunteer, NOSA UNILORIN Eye Health | 2024
- Participant, Leadership Effectiveness, Accountability and professionalism (LEAP), Africa | 2018.