

SALAU IFEOLUWA ADEDOYIN

Human Resources Manager | HR Business Partner | Talent Acquisition Specialist
Lagos, Nigeria | 07036463488 | adedoyinadeyinka1320@gmail.com | LinkedIn: Salau Ifeoluwa

PROFESSIONAL SUMMARY

Results-driven Human Resources professional with over 9 years of experience in HR management, recruitment, onboarding, employee relations, performance management, compliance, and administrative operations. Experienced in building and managing HR systems, supporting workforce planning, driving employee engagement, and aligning HR strategies with business goals. Proven ability to manage end-to-end recruitment, employee lifecycle management, policy implementation, payroll coordination, and organizational development within fast-paced environments. Strong knowledge of Nigerian labor laws, people operations, and stakeholder management.

CORE COMPETENCIES

- HR Strategy & People Operations
- Talent Acquisition & Employer Branding
- Employee Lifecycle Management
- Performance Management & Employee Engagement
- HR Policies & Compliance
- Payroll & Benefits Administration
- Workforce Planning & Organizational Development
- Employee Relations & Conflict Resolution
- Training, Learning & Development
- HRIS / ERP Systems

PROFESSIONAL EXPERIENCE

Securemedy Nigeria Limited – HR Recruiter & Onboarding Specialist

Lagos, Nigeria | 2025 – Present

- Lead full-cycle recruitment including sourcing, screening, interviews, background checks, and onboarding.
- Partner with hiring managers to support workforce planning and staffing needs.
- Coordinate onboarding and orientation programs while ensuring compliance with labor regulations.
- Manage employee records, onboarding documentation, and HR reporting.
- Track recruitment metrics and onboarding effectiveness.
- Support employer branding and social media recruitment initiatives.

Kings Guards Nigeria Limited – Human Resources & Admin Manager

Lagos, Nigeria | 2016 – 2025

- Managed end-to-end HR operations including recruitment, onboarding, performance management, discipline, and employee exits.
- Developed and implemented HR policies and compliance frameworks aligned with Nigerian labor laws.
- Oversaw payroll coordination, benefits administration, employee records, and leave management.
- Supported leadership on workforce planning, organizational structure, and employee engagement initiatives.

- Designed and coordinated learning and development programs to improve employee performance and retention.
- Managed employee relations, conflict resolution, and disciplinary processes professionally and confidentially.
- Maintained workforce records and employee biodata using cloud-based ERP systems.
- Prepared management reports, executive correspondence, and operational presentations.

Eden Connectivity – Virtual Assistant (Remote)

- Provided administrative and remote operational support including scheduling, reporting, and communication management.
- Maintained confidential records and supported project coordination across multiple teams.
- Delivered customer support through email, phone, and virtual communication platforms.

EDUCATION & CERTIFICATIONS

- MBA (In View)
- Chartered Institute of Personnel Management of Nigeria (CIPM)
- Product Management Certification
- Virtual Assistant Certification
- Federal Polytechnic, Offa, Kwara State

TECHNICAL SKILLS

- Microsoft Office Suite (Word, Excel, PowerPoint)
- Google Workspace
- HRIS / ERP Systems
- Recruitment Platforms & Applicant Tracking
- Virtual Collaboration Tools

SOFT SKILLS

- Leadership & Team Collaboration
- Strategic Thinking
- Communication & Stakeholder Management
- Problem Solving & Initiative
- Time Management & Reliability
- Confidentiality & Professional Ethics

REFERENCES

Available upon request.