

Samuel Elijah

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HR PROFESSIONAL | HR OPERATIONS | RECRUITMENT | EMPLOYEE RELATIONS

CAREER SUMMARY

Detail-oriented HR Professional with experience supporting HR operations, recruitment, onboarding, employee relations, personnel records management, payroll coordination, and employee lifecycle administration across startup and corporate environments. Proven track record of maintaining accurate staff records, personnel files, HR documentation, and employee data while ensuring confidentiality and compliance. Experienced in recruitment coordination, attendance administration, workforce administration, employee onboarding and offboarding, and HR reporting. Skilled in using HR systems including Manatal, CV Sense, and Zoho One, with strong proficiency in Microsoft Excel and Google Sheets for attendance tracking, employee data management, and payroll support. Recognized for delivering efficient HR support while maintaining accuracy, discretion, and operational excellence.

CORE COMPETENCIES

- HR Operations & Administration
- Employee Relations
- Employee Lifecycle Management
- Personnel Records Management
- Staff Records Management
- HR Documentation & Compliance
- Recruitment Coordination
- Talent Acquisition Support
- Employee Onboarding & Offboarding
- Attendance & Leave Administration
- Payroll Support
- Workforce Administration
- Employee Data Management
- HR Reporting & Analytics
- Staff Welfare Coordination
- Microsoft Excel & Google Sheets
- Confidential Information Management
- Stakeholder Communication
- Document Management
- HRIS & ATS Administration

TOOLS

Manatal ATS, CV Sense, Zoho One HRIS, Microsoft Excel, Google Sheets, Microsoft Office Suite, Google Workspace.

WORK HISTORY

Recruitment Associate | StartupHR Africa | Remote (CONTRACT)

February 2026 – Present

- Support end-to-end recruitment processes for startup and growth-stage clients across multiple industries
- Source, screen, and evaluate candidates using Manatal ATS, CV Sense, LinkedIn, and other sourcing platforms
- Built and maintained strong talent pipelines across more than 15 client hiring projects, improving candidate availability for priority roles
- Coordinated interview scheduling and communication between candidates and hiring managers
- Maintained accurate candidate records, recruitment trackers, and hiring documentation
- Generated recruitment reports and pipeline updates for internal stakeholders and clients
- Successfully contributed to candidate placements across multiple client engagements, resulting in 4 confirmed hires
- Conducted CV reviews and candidate shortlisting based on role requirements and organizational fit
- Supported onboarding documentation and candidate handover processes
- Ensured a positive candidate experience through timely communication and professional engagement
- Collaborated with hiring managers and stakeholders to support workforce planning and recruitment activities
- Assisted in improving recruitment workflows and strengthening talent acquisition processes

Human Resource Officer (Generalist) / Admin | Meat Madam (THE MSS COMPANY) | Lagos State, Nigeria

January 2025 – November 2025

- Served as the first point of contact for employee HR inquiries and administrative support
- Maintained employee records, personnel files, staff records, and HR documentation while ensuring confidentiality, compliance, and accurate employee data management
- Coordinated employee onboarding, role transitions, and offboarding activities across the employee lifecycle
- Prepared employment letters, HR correspondence, policy documents, and staff-related documentation
- Managed attendance tracking, leave administration, PTO records, and employee data updates
- Supported payroll administration by preparing attendance records and employee change reports for Finance
- Coordinated recruitment activities including job postings, candidate screening, interview scheduling, and onboarding support
- Assisted with employee relations matters and escalated complex issues where required
- Supported staff welfare initiatives and employee engagement activities
- Generated HR reports and workforce records to support management decision-making
- Improved documentation and record management processes, reducing administrative errors by 30%

Human Resource Intern | Culturelligence | Georgia, United States (Remote)

January 2024 – December 2024

- Supported full-cycle recruitment including sourcing, screening, interviewing, and onboarding candidates

- Maintained recruitment trackers, employee records, and HR databases
- Coordinated onboarding activities and employee engagement initiatives
- Generated recruitment and workforce reports for management review
- Hired 25+ interns and supported onboarding for over 85 employees
- Promoted to People Leader and recognized with three performance awards

Assistant Squad Leader | GAO Tek Inc. | New York, USA (Remote)

March 2024 – April 2024

- Coordinated onboarding sessions and employee communications
- Supported team reporting, documentation, and workforce administration activities
- Mentored new hires and ensured smooth integration into assigned teams

Human Resource Intern | GAO Tek Inc. | New York, USA (Remote)

January 2024 – April 2024

- Assisted with recruitment processes and candidate screening
- Supported ATS workflows, LinkedIn sourcing, and candidate management activities
- Successfully hired 7 interns within 3 weeks

EDUCATION

Bachelor of Science (B.Sc.) Sociology | Olabisi Onabanjo University, Ago Iwoye.

Second Class (Honours) Upper Division | January 2022

PROFESSIONAL ACCOMPLISHMENTS

- Ultimate HR Generalist: Certified Human Resource Management – Udemy (2025)
- Certificate in Human Resource Management – Skills Edge Consulting (2023)