

TAYO DAVID OBINIYI

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PROFESSIONAL SUMMARY

Motivated Business Administration graduate with a strong interest in Human Resource Management, aiming to begin a career in HR where I can support talent acquisition, employee relations, and workplace development. Passionate about fostering positive work environments and committed to continuous learning and growth in the HR field.

EXPERIENCE

NYSC Service Year, Ministry of Economic Planning and Budget, Alausa Ikeja Lagos, Nigeria

ADMIN AND HR ASSISTANT 2025 - 2026

- Providing Administrative assistant to various departments including data entering.
- Assisting with Human - Resources related tasks
- Supporting internal and external communication initiatives.
- Maintaining accurate and up-to date records and files.

JUMIA WAREHOUSE Lagos Nigeria

Product Support Officer Contract 2024 - 2025

- Management of post-sales activities
- Maintained high standards of customer service and quality control
- Ensuring customer satisfaction through service delivery

EDUCATION

NYSC SERVICE 2025 – 2026

INTERNATIONAL COLLEGE OF SAFETY MANAGEMENT PROFESSIONAL (ICSMP) 2025 – 2026
Post Graduate Diploma (PGD), Human Resource Management

AHMADU BELLO UNIVERSITY Zaria, Nigeria.
Bachelor of science, (Bsc) Business Administration (3.88/5.0 CGPA) Graduated, December 2024.

- Relevant Courses: Principles of Microeconomics, Principles of Macroeconomics, Principles of Accounting.
- Human Resource Management, Advance Management

PROFESSIONAL CERTIFICATIONS/ ACHIEVEMENT

International College of Safety Management Professional (ICSMP) 2026

- Associate Member (AICHRM)
- Human Resource Management Professional
- Certified Compensation and Benefit Professional (CCBP)
- Certified Training and Development Professional (CTDP)

Kevron consulting Limited, Certificate of Achievement 2025

- Foundation of Environmental Sustainability Training

Chartered Institute of Human Resources and Strategic Management. (CIHRSM) 2025

- Graduate Member

Project Safety & Management Institute (PSMI) 2025

- Human Resource Management Professional (HRMP)
- Associate Member (PSMI)

Nigeria Institute of Management. Chartered (NIM) 2023

- Graduate Member

SKILLS

Soft skills: Communication skills, Self-Management skills, Organization and time management, Problem solving skills, Environmental Sustainability

Core Skill/ Tools: HR/ Talent support, Microsoft Office Suite, HRIS, HR function Excel, Recruitment & Onboarding, Performance management, Employees Relation

Languages: English (Fluent), Yoruba (Native)

LEADERSHIP AND VOLUNTEERING EXPERIENCE

- Nysc Exco, President of Charity cds group Ikeja 1 2025 – 2026
- Served as the overall leader and representative of Charity cds group
 - Assign roles and responsibility to member and community Head
 - Ensure group's activities align with Nysc objective and community needs
- Business Insurance Management and Actuarial Science Fellowship, ABU ZARIA 2019 – 2021
Coordinator
- managed all aspects of the fellowship program, ensuring smooth operation and adherence to schedule.
 - Established mentorship pairings, supported ongoing relationships, and provided continuous guidance.
- Greater Youth and Corpers Connect (GYCC) Ambassador Lagos, Nigeria
- Cowrywise (Financial technology) Ambassador Lagos, Nigeria
- Red Cross Nigeria, NYSC Orientation Camp Maiduguri, Borno Nigeria 2025
- Evangelical Church Winning All (ECWA) 2017 - 2019
- Financial Secretary,
- Maintained accurate and up-to-date financial records, including transactions, receipts, and invoices.
 - Facilitated budget preparation and monitoring, ensuring effective allocation of financial resources.
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REFERENCE

Available on request.