

VICTOR OLUWATOSIN AKINFADE

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PROFESSIONAL SUMMARY

CIPM-certified HR Officer with 3+ years in end-to-end HR operations across logistics and healthcare. Proven track record in reducing time-to-hire by 15 days, cutting turnover by 18%, and processing payroll for 1,000+ employees with 100% accuracy. Strong in Nigerian labor compliance, and data-driven employee engagement. Skilled at translating HR initiatives into measurable business impact.

KEY ACHIEVEMENTS

- Cut time-to-hire by 15 days, by implementing ATS and structured recruitment workflows
- Reduced voluntary turnover by 18% and increased employee satisfaction by 22% via recognition programs
- Boosted training participation 45% and improved dept performance 12% through monthly development workshops
- Processed payroll for 1,000+ employees with 100% accuracy and zero compliance breaches
- Raised engagement scores from 68% to 84% through quarterly team-building and feedback programs

CORE COMPETENCIES

- Recruitment & Onboarding, HR Operations, Payroll & Benefits, Employee Relations, Performance Management.
- HRIS: Sage HR, Sage 50, BambooHR, HR Reporting & Analytics, Nigerian Labor Compliance, Conflict Resolution.
- HR Automation, Leave & Attendance, HR Audit, Policy Implementation, Training & Development.

TECHNICAL SKILLS.

Sage HR, Sage 50, BambooHR, Microsoft Excel, HR Automation Tools.

PROFESSIONAL EXPERIENCE. SSV Logistics, Ikeja, Lagos.

HR Officer Sept 2024 - May 2026.

- Managed full-cycle recruitment for 50+ roles, reducing time-to-hire by 15 days through ATS implementation.

- Processed monthly payroll for 1,000+ employees with 100% accuracy and ensured statutory compliance.
- Designed employee recognition program that increased satisfaction 22% and lowered turnover 18%.
- Coordinated performance appraisals and maintained HR metrics for attendance, turnover, and engagement.

VIMA Hospital, Ikorodu, Lagos.

HR/Admin Manager. Nov 2022 – Aug 2024.

- Led end-to-end recruitment and onboarding for clinical and admin staff.
- Oversaw payroll, benefits, and leave administration for 300+ employees.
- Increased staff development participation 45% through structured L&D programs.
- Improved workforce performance metrics 12% via targeted training initiatives.

Adey Construction Company, Ondo State.

Project Supervisor. Jul 2020 – Sept 2022.

- Coordinated project schedules and cross-functional teams across 5+ projects.
- Prepared operational reports and performance data for management review.
- Resolved operational issues to keep projects on deadline and budget.

EDUCATION & CERTIFICATIONS.

- CIPM Professional Certificate Chartered Institute of Personnel Management of Nigeria.
- B.Sc. Economics Obafemi Awolowo University, 2014-2018.

Certifications

- HRM Nigeria: “Navigating Union Relations”
- HR Pathway Certificate
- The young African leader Initiative

REFEREE

On Request.