

OWOLABI, AYOTUNJI DAVID

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Objective

- To contribute greatly to the achievement of an organization's objective while building a challenging career

Education and Qualifications

- **2012:** HR Internship Certificate Course
- **2011:** ITIL V3 Foundation (Certificate)
- **2010:** HIIT Computer Institute, Ikeja, Lagos (Diploma in Computer Maintenance and Networking Comptia A+, Comptia N+)
- **2008:** Olabisi Onabanjo University, Ago-Iwoye, Ogun State (B.Sc. Industrial and Labour Relations)
- **2003:** Olabisi Onabanjo University, Ago-Iwoye, Ogun State (Diploma Industrial and Labour Relations)

Professional Membership

- **2012:** Chartered Institute of Personnel Management of Nigeria (Student Member)
- **2011:** Chartered Management Institute (Online Member)
- **2010:** Institute of Professional Managers and Administrators (Associate Member)

Work Experience

- **January 2020 – Till Date: WFO Roedl & Partners (Human Resources/Administrative Manager)**
 - Demonstrates proven record in completion of daily HR operational tasks (i.e. absence management).
 - Implements best practice procedures in human resource management and strategy implementation.
 - Coordinates recruitment needs for the various units of the firm while providing advisory support in selection of potential staff.
 - Applies comprehensive knowledge of trends and development of Human resource administration and developments in labor laws.
 - Demonstrates ability to research, recommend and implement initiatives for staff motivation and retention.
 - Ensures compliance of training and development commitment of staff in support of career progression.
 - Ensures compliance of staff to the firm's code of conduct, HR policies and guidelines.
 - Positions the firm in the manner consistent with our global image: how we want to be perceived and what makes us stand out from our competitors.
 - Mediates conflict resolution, provides advisory support, and communicates outcome of disciplinary and grievance cases to staff.
 - Implements and enforces high standards of HR procedures and works hard to achieve them.
 - Demonstrates a practical concrete and flexible orientation to administrative support process and provides recommendations based on insights and information obtained in compliance to applicable laws and practice guidelines.

- Communicates effectively to staff regarding process and identified areas for further reconciliation.
- Ensures clean and functional branch office, zero downtime in assets and no loss of data.
- **June 2018 – December 2019: Itex Integrated Services Limited (Human Resources/Administrative Executive)**
 - Work with company HR/Admin Head to strategically plan HR initiatives that will benefit the company and encourage more efficient and beneficial work for employees
 - Direct hiring and Induction training procedures for new employees
 - Continually work with the HR/Admin Head to educate employees on company policies (including appropriate dress and social media permissions, etc.) and keep employee handbook current
 - Administer or change benefits, health plans, retirement plans, etc.
 - Monitor employee progress and stay abreast on company climate and culture, ensuring it stays positive and productive
 - Coordinate and direct work activities for managers and employees
 - Foster cross-functional relationships and ensure managers and employees are properly connected
 - Regularly meet with employees for progress reviews and assessments, discussing any problems or grievances they may have
 - Promote a positive and open work environment where employees feel comfortable speaking up about issues
 - Manage and supervise other Admin/HR staff, ensuring they are assigned and carry out proper tasks
 - Understand and adhere to all pertinent labor laws
- **February 2016 – May 2018: Microkernel Technologies Limited (Human Resources/Administrative Manager)**
 - Writes directives advising department managers of Company policy regarding equal employment opportunities, compensation, and employee benefits.
 - Consults legal counsel to ensure that policies comply with federal and state law.
 - Develops and maintains a human resources system that meets top management information needs.
 - Oversees the analysis, maintenance, and communication of records required by law or local governing bodies, or other departments in the organization.
 - Identifies legal requirements and government reporting regulations affecting human resources functions and ensures policies, procedures, and reporting are in compliance.
 - Recruits, interviews, tests, and selects employees to fill vacant positions.
 - Plans and conducts new employee orientation to foster positive attitude toward Company goals.
 - Keeps records of benefits plans participation such as insurance and pension plan, personnel transactions such as hires, promotions, transfers, performance reviews, and terminations, and employee statistics for government reporting.
 - Coordinates management training in interviewing, hiring, terminations, promotions, performance review, safety etc.
 - Advises management in appropriate resolution of employee relations issues.
 - Responds to inquiries regarding policies, procedures, and programs.
 - Administers performance review program to ensure effectiveness, compliance, and equity within organization.
 - Administers benefits programs such as life, health, insurance, pension plans, vacation, sick leave, leave of absence, and employee assistance.

- Investigates accidents and prepares reports for insurance carrier.
- Prepares employee separation notices and related documentation, and conducts exit interviews to determine reasons behind separations.
- Prepares reports and recommends procedures to reduce absenteeism and turnover.
- Contracts with outside suppliers to provide employee services, such as temporary employees, search firms, or relocation services.

- **August 2012 – January 2016: HT-Limited (Human Resources Executive)**

Recruitment and Selection:

- Periodically advertise in free web-based media for new resumes to widen the database and for specific client needs
- Attend to all recruitment needs of clients with reference to the Recruitment Handbook
- Screen CVs of candidates to ensure best selection for interviews
- Maintenance of candidates' database
- Sort resumes of interviewed candidates into the appropriate folders
- Track progress of candidate selection process, write reports and ensure closure
- Design and execute Aptitude/Psychometric tests for bulk recruitment
- Review Job Descriptions for available positions
- Conduct written interviews for candidates and record them accordingly
- Generate invoices for services carried out for clients with the assistance of the Accounts Department
- Ensure that all resumes (and all materials for recruitment, as stated in the recruitment manual), proposals, draft reports and final reports are submitted as at when due to clients or potential clients

Training and Development:

- Liaise with existing clients to find out their exact training and other needs
- Manage training programs, liaise with other training institutions and facilitators, coordinate program preparation & manage training program activities/agenda and successful event delivery
- Design, develop and source training and development programs based on the organization's and individual's needs
- Send out training calendar to all clients and prospects once it has been prepared
- Ensure all materials are appropriately focused on client benefits and differentiators, while consistent with the firm's promotional identity
- Liaise with facilitators to ensure smooth delivery of training

Compensation and HR Operations:

- Draw up leave rosters
- Take note of appraisal cycle for each employee and inform them when it is due
- Do payroll and pay slips for all employees
- Draw up salary schedule for payment by 23rd of each month
- Inform employees when disciplinary action has to be taken
- Note all dates of birth of employees at the office
- Verify guarantors of all low-level staff especially drivers and office assistants within the week that guarantors' forms are submitted

- **June 2011 – July 2012: Babitol Global Excellence Limited (Administrative/HR Officer)**

- Send quotations and follow up on it
- Attend meetings as at when due

- Provide weekly and monthly reports on administrative issues to the Managing Director
- Inform the organization about new and helpful trends in the industry
- Compile list of items selected by clients and their prices for submission to companies when necessary or when requested for by clients
- Maintenance of company phones and lines, internet, etc.
- Ensuring monthly and timely payments of rent, salaries, PHCN & LAWMA bills, taxes, etc.
- Updating of website on weekly basis
- Repair/Maintenance of office facilities
- Ensure staff welfare
- Organize monthly performance review
- Organize trainings for staff
- Conduct recruitment of new staff
- Manage staff payroll

- **July 2010- June 2011 Government Day Junior Secondary School, Bauchi, Bauchi State. (NYSC) (Instructor)**

- Establish academic and psychological needs of the students
- Develop appropriate programmes for curriculum guidelines
- Build environment suitable for general learning process
- Appraise and classify strengths, interests, talent, and abilities of students

- **April 2011: Independent National Electoral Commission (INEC) (POLING CLERK)**

- Assist with collection of materials from supervisory officer
- Regulate the flow of voters into the polling station
- Assist with sorting and the counting of the votes
- Take charge of the polling station when the Poling Officer is indisposed while on duty
- Check the voter's cards and the register of voters to ascertain the eligibility of voters

- **Jan-Feb 2011: Independent National Electoral Commission (INEC) (Assistant Registration Officer1)**

- Take delivery of materials and equipment for the registration center designated and keep them safely
- Ensure that all eligible persons wishing to register are registered
- Print out voter's card and laminate them before issuing them to voters
- Print daily and final PRV for the registration Centre at the end of the exercise
- Account for all forms used for registration daily and at the end of the exercise

- **September 2008 - April 2010: De Joy's Services (Administrative Officer)**

- Send and receive mails for the company
- Attend meetings as at when due
- Provide weekly and monthly reports on administrative issues to the Operation Manager
- Informing the organization about new and helpful trends in the industry
- Maintenance of company phones and internet, etc.
- Ensure monthly and timely payments of bills: rent, PHCN, etc.
- Repair/Maintenance of office facilities

Other Skills

- Leadership: NYSC Camp Platoon Leader
- Versatile in numeric data analysis with excellent interpersonal, conceptual and communication skills
- Ability to work under pressure
- Ability to work with little or no supervision
- Administrative skills
- Highly energetic

REFEREES

Mrs. Olajumoke Popoola

Associate Consultant

RS Hunters

Maryland, Lagos

Pastor Ayo Adeoye

The Grace Community Church

5, Salako Crescent, Ogba,

Lagos State.