

AYOADE TAIWO OLUWAFERANMI

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No 46 Bajulaye Road Off Folagoro ,Lagos

HUMAN RESOURCE OFFICER

Dedicated and results-driven Human Resources Officer with 1+ year of experience in all aspects of HR management. Adept at developing and implementing HR strategies that align with organizational goals. Seeking an opportunity to contribute my expertise to a forward-thinking company.

SKILLS

Employee Relations	Policy Development	HR Software and Tools
Benefits Administration	Employee Engagement	Compliance and Legal Knowledge
Performance Management	Diversity and Inclusion	Communication and Interpersonal Skills
Training and Development	HRIS Management	Problem Solving

PROFESSIONAL EXPERIENCE

COLEMAN TECHNICAL INDUSTRIES LIMITED HUMAN REESOURCES OFFICER

August 2022 - Present

- Developed and implemented HR strategies, policies, and procedures, ensuring compliance with local and federal laws.
- Led recruitment efforts, resulting in a 20% reduction in time-to-fill and a 15% increase in the quality of candidates.
- Conducted orientation and onboarding programs for new employees, facilitating their integration into the company culture.
- Managed employee relations, addressing conflicts and grievances effectively, and improving employee satisfaction by 15%.
- Administered benefits programs, improving employee satisfaction and reducing turnover by 10%.

COLEMAN TECHNICAL INDUSTRIES LIMITED FRONT DESK OFFICER

August 2021 - July 2022

- I oversaw the day-to-day activities of the organization.
- I managed the filing of all employee documents and maintained employment records.

- I handled the procurement of stationery and all office equipment.
- I maintained the cleanliness of the front office and the overall office environment.
- I managed the typing of memos.
- I maintained records of all incoming and outgoing mails.

BONDFM 92.9FM

March 2017 - May 2017

INTERNSHIP

- Ensuring flexibility and responsiveness, investigating options such as outsourcing management of the infrastructure or renting additional IT capacity from an external provider
- Developing and operating network to support effective communication and collaboration
- Develop tools to collect, store, manage secure and distribute data to employees who need access to the latest information to make decisions about strategic, financial and operational issues
- Protect the infrastructure and corporate data against attacks from viruses, cybercriminals and other threats.
- Provide various forms of user support after installing new software or network facilities, the team provides training so that employees can quickly make productive use of the new resources.
- Check computer hardware (HDD, mouse, keyboards etc.) to ensure functionality
- Continuously check and monitor the computer systems and networks
- Provide support internally to the company's employees
- Provide external support to customers
- Test out and evaluate any new technology that may be useful
- Fix any hardware or software issues
- Make system updates ensuring all software is updated
- Perform regular maintenance check