**TUNRAYO**

**SUMMARY:**

I am a Human Resource personnel specialized in Manpower Training and Development, focused on providing highly effective leadership and using expertise to manage staff development.

Skilled at planning, directing and implementing activities designed to maximize an organization's workforce with responsibilities which includes recruiting, hiring and training staff; strategizing and planning for future needs; creating and enforcing policies and procedures; overseeing payroll and benefits management; and retaining workers according to the organization's requirements.

I am passionate about orderliness, empowerment, and overall organizational development.

**HIGHLIGHTS:**

* MS Office and Statistical Tools Excellent presentation and writing skills
* Strategic thinker Ability to motivate and inspire people
* Exceptional communicator Detail-oriented and proactive

**GENERAL ACCOMPLISHMENTS:**

* Conducted a training needs analysis on the effect of on the job training on workers' productivity and developed a new planned training modules/program for operations floor specialists in the banking industry.
* Developed training and development modules for training corporate drivers cum personal assistants in corporate organizations and Government Offices.
* Conducted Process and impact evaluation and appraisal of a training program (Daystar Leadership Academy) and made recommendations for improvement.

**EXPERIENCE:**

**5-GRLS NIGERIA LIMITED, NIGERIA Dec 2015 – Till date**

**HUMAN RESOURCE MANAGER**

* Planning, Managing and organization of recruitment activities including approval of job descriptions, advertisement, interviews, appointments, inductions, training, coaching, etc.
* Monitoring staff performance and attendance.
* Lead on the development of organization policies and procedures.
* Overseeing payroll and benefits Management
* Administration of pensions and other statutory benefits.
* Advising line managers and other employees on employment law and the Employer's own employment policies and procedures
* Act as special adviser to, and support the organization’s CEO as well as the board of directors on all HR matters and related activities.
* Monitoring and evaluating employees’ performances to make recommendation for promotion and other benefits
* Manage and mediate worker disputes, advise other managers on legal issues and terminations, or act as a liaison between management and front-line workers.

**ACCOMPLISHMENTS**

* Created, Developed and administered the company’s Employee Handbook- an extension of the employment terms and condition which aims towards the understanding and implementation of the management policies and procedures.
* Developed the company’s tasks and position organizational Organogram, hence establishing hierarchical organization and enabling employees identify their immediate line managers to whom they are accountable
* Created, Developed and administered all management and contract staff employment contracts, and monitored and evaluated staff performances to confirm their suitability after their probationary period.
* Served to mediate between senior management and other staff and government to advise and settle grievances.
* Organized for Staff Salary Accounts openings and monthly salary Administration.
* Conducted Training needs analysis and organized training activities for the parking marshals as required.

**MOBITEL NIGERIA LIMITED, LAGOS NIGERIA Feb 2012 – Nov. 2014**

**HUMAN RESOURCE OFFICER**

* Assisted the Human Resource Manager in Planning and implementing training programs on staff development.
* Payroll management and administration
* Effectively helped in training supervisors on techniques for managing employees.
* Monitored training costs to maintain the training budget.
* Mentored team members to succeed and advance within the department and company.
* Monitoring and evaluating employee’s performances to make recommendation for promotions and other benefits.

**MOBITEL NIGERIA LIMITED, LAGOS NIGERIA Feb 2011 – Jan 2012**

**SALES REPRESENTATIVE**

* Identified prospective customers and completing transactions directly with the customers or over the phone.
* Developed tool to track and monitor personal sales opportunities, deals in progress and finished contracts.
* Developed promotional programs to optimize revenue levels.
* Listening to customer requirements and presenting appropriately to make a sale.
* Maintaining and developing relationships with existing customers in person, telephone calls and emails.
* Reporting to management regarding business issues.

**OSUN STATE COLLEGE OF EDUCATION, OSUN NIGERIA 2010 - 2011**

**Administrative and Academic Officer**

**ORGANIZATIONS:**

* **Students in Free Enterprise (SIFE) – Pioneer, General Secretary and Project Manager (2006- 2009)**

**ACHIEVEMENTS:**

* Recruitment, selection and training of competent team members.
* Successful initiation of Students in Free Enterprise (SIFE) in Tai Solarin University of Education
* Successful Planning, Implementation and Sustenance of ten community based projects
* Successful documentation of Team’s activities, script writing and proposals
* Convinced several corporate organizations to provide training personnel and funds for projects executions
* Awarded SIFE Certificates for active participation and Exceptional Leadership.

**EDUCATION AND PROFESSIONAL CERTIFICATIONS:**

* Master of Education (M.Ed.) in Manpower Training and Development (2013) – (University of Lagos, Lagos Nigeria).
* Nigerian Institute of Management - Proficiency Certificate in Management (2010)
* Bachelor of Science (B.Sc/Ed) in Economics (2009) – Tai Solarin University of Education, Nigeria.

**PERSONAL DETAILS:**

SEX: Female

MARITAL STATUS: Married

**Job Seeker First Name / CV No: 1718058**

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