**KEHINDE**

[**KEHINDE.351979@2freemail.com**](mailto:KEHINDE.351979@2freemail.com) ****

Recruitment & Human Resources Generalist

I am naturally an intense, results-oriented, self-starter whose drive and sense of urgency are tempered and disciplined by my concern for accuracy and quality of work. My approach to anything must be carefully thought-out, based on thorough analysis and detailed knowledge of all pertinent facts. I am also strongly technically-oriented with confidence in my professional knowledge and ability to get things done quickly and correctly. With experience, I will develop a high level of expertise in any given task and will be very aware of mistakes made. Imaginative and venturesome, I am a creative person, capable of developing new ideas, systems, plans or technology, or of analyzing and improving old ones.

Certifications

Professional Diploma in Human Resource Management 7, Nov 2013

Chartered Institute of Personnel Management of Nigeria (CIPMN)

Key Skills Career Knowledge Areas of

Expertise

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| * Exceptional Organizational abilities. * Exceptional listening Ear for tasks/briefs and effective execution of same. Excellent communication skills. * Analytic, Innovative Planning and Organizational skill * Easy adaptability to learn and understand entirely new processes in any dynamic environment. * A very dependable worker especially when discretional ability comes to play. | * People management * Registration/ Renewals with Relevant Agencies * Corporate Social responsibility * Document Control/Archiving * Contract processes mastery * Employee and Client Relations * Operations Management | * Human Resource Management * Recruitment management from start to finish. (Specialty) * ERP Software master user * Company   Reputation  Management   * Microsoft Office master user. |

Experience

University of Creative Science, Fujairah, UAE.

Executive Assistant

Duties:

ADMINISTRATIVE:

1. Admin & Secretarial duties & tasks \* Phone/ e-mail/ fax management \* Organize general information to staff \* Extends secretarial and administrative support to team members \* Responsive to multiple ad-hoc tasks and duties

2. Diary management \* Works on rolling calendar and agrees meeting dates with line manager, direct reports and facilitators \* Plans manager calendar, schedule meetings and update changes as they arise \* Reserves Audio/ Video links for meetings throughout the year and executes on their due dates

3. Accounting & Financials \* Works with Finance in processing and paying the monthly invoices \* Maintains manager's statistics and prepares claim reports \* Prepares, submits and maintains financial records for audit purposes \* Continuous monitoring and recording of expenditures: Travel & Expense, Medical Claims \* Provides account/credit card reconciliation reports

4. Support for meetings/function/ events \* Liaises with participants and facilitators \* Follows to execution \* Offers on site & remote assistance as required

5. Manage logistics and admin as relates to travel \* Assists the manager with travel arrangements & logistics \* Anticipates travel challenges, prepares and coordinates visa, accommodation, overseas transportation etc. \* Offers travel support for other non-executive directors

6. Understanding of Office systems \* Assist staff with ensuring they adhere to office policies and procedures

OFFICE

1. Records Management \* Creates and maintains a comprehensive filing system, electronic and paper (Laptop/ iPad/Share Drive/ Files Storage) \* Maintains and updates files and ensures high level of confidentiality \* Ensures archives and files are maintained in effective format

2. Office space Management \* Assists staff with ensuring office policies and procedures are being adhered to \* Monitors and maintains office supplies inventory \* Ensures no confidential documents are left unlocked \* Maintains a safe and secure working environment \* Maintains high standard of office spaces \* Makes arrangements for coffee/water/snacks/lunch for guest and meetings

3. Meeting rooms management \* Reserves and manages conference/video rooms for department meetings and/or visitors through designated system portal

COMMUNICATION

1. Preparation and management of communication \* proactively improves communication skills \* Prepares written & verbal communications to deliver results \* Builds effective partnership relationships with management teams, their PAs, facilitators & third parties \* Maintains a wide network of relationships

House B Hotels April 2011- November 2016

Human Resources/Administrative Executive

Achievements:

* When I joined House B Hotels in April 2011, there was no structure in the company. I was singled out to contribute to the restructuring of the organization in January 2013 because of my competency to do the job and my ability to be very confidential while handling HR matters.
* I was part of the team that recruited and selected all staff on the organizational structure which includes Directors, Managers, Executives, Officers and Casual workers. Staff that was retained was based on skills audit conducted, which helped in the placement according to their competencies.
* The hotels policy and employee handbook was reviewed with the help of my team, which got approval and signed by the MD. This was put on the company’s internal drive for all employees to access and refer to at any given time.
* I came up with a security detailed check with the help of a security background check outfit which we used to ensure all information given to us by our employee and their references were true.
* Reviewed and established welfare packages for old employees to meet up with the new package to motivate and encourage them for their long term service.
* Reviewed all staff files and their contracts.
* Industrial relations in the workplace was well managed using the disciplinary matrix.
* Performance evaluations of all staff had a set time frame for the beginning of every financial year.
* My professional certification in Human Resource Management gave me an insight and broadened my knowledge on necessary best practices too put in place for a well-managed employee recruitment and retention strategy.

Duties:

• Performance Management/Compensation & Benefits unit

Responsibilities:

* Performance Management
* Employee Development (training) and ITF administration
* Talent Management / Succession Planning
* Compensation & Benefit
  + Pay Roll/Salaries
  + Pension Management etc.
* Hotel Management

Recruitment & Employee Welfare unit

Responsibilities:

* + Attraction & Recruitment
  + Organizational Development
  + Industrial Relations (Staff discipline)
  + Employee Welfare
    - Leave Administration
    - Loan requests
    - Allowances e.g. Out of station, transport etc.
    - Contract staff Management
    - Health Care Management etc

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| **Ark Farms** | **June 2009- March 2011** |

HR/Administrative Assistant

Duties:

* Undertake the tasks of receiving calls, take messages and routing correspondence
* Manage agendas, travel arrangements, appointments etc.
* Maintain diary, arrange meetings and appointments and provide reminders
* Act as the point of contact for internal and external clients
* Write and distribute email, correspondence memos, letters, faxes and forms
* Submit and reconcile expense reports
* Plan meetings and take detailed minutes of the meetings
* Maintain employee records (soft and hard copies)
* Update HR databases (e.g. new hires, separations, vacation and sick leaves)
* Post job ads and process incoming resumes
* Process requests and provide relevant information
* Prepare reports and letters for internal communications

Education

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| **University of Lagos, Nigeria.** |  |

Master of Public and International Affairs 2015

B. A (Hons) Educational Administration with Economics 2009

Lagos City Computer College, Lagos, Nigeria. 2003

Diploma in Computer Science