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**KUCHELI**

[**KUCHELI.363515@2freemail.com**](mailto:KUCHELI.363515@2freemail.com)

SUMMARY

Having an extensive excellent background as a HR specialist, that communicates effectively with all levels of Human Resource Management, and has 8 (eight) years experience in Recruitment Screening and Selection, Interviewing, Employee payment roll, Employee Relations, Creation of Job Description, HR Database and Records Management, Coordinating, HR Policies Development and Legal Compliance, Also obtained Masters Degree in Human Resource Management and Development.

HIGHLIGHTS

* Professional in Human Resources Associations
* Excellent in Recruiting, Interviewing and Selection
* HR Program /Project Management
* Proficient Communicator
* Benefits HR Administration
* Professional in creating Job Descriptions of Employee
* Excellent in Inputting details of Employee’s Information in the Organisation Database System
* Knowledge of the principles and practices of HR Management
* Knowledge of Employment Labour Law

ACCOMPLISHMENTS

Participated in creating and implementing excellent result of the Human Resource Database System for inputting and storing information for 320 (three hundred and twenty) staff both Contract and Permanent in the 4 (four) Projects assign to JV Onshore Projects. Also implement for easy access for other departments like the Contract / Procurement and Financial Department, to input details of Employee’s contracts and salary details on the HR Database System.

**PROFESSIONAL EXPERIENCE**

1. HR Administration Assistant, Piersons Trading DMCC

Dubai , UAE.

February 2017 to Date

Job Description

Assisting the Managing Director of the Company to support Human Resources policies and procedures functions to Employee benefits payments, recruiting and selection method, recording and filling of Staff information, orienting new employee and running the day-to-day administrative duties

* Assist with the day to day Operations of the Administration duties and Functions
* Recording, Keeping and Maintenance of confidential files for the Company
* Assist in Payroll preparing relevant data for absence, bonus and leaves
* Providing clerical and Administrative support for the Company
* Maintain HR and Administrative department records by recording new hires, terminations changes in job classification, merit increases, tracking vacation, sick and personal time
* Maintaining and accomplishing Human Resources department and Organization mission by completing related results as needed.
* Develop and Implement disciplinary and grievance procedures

1. Human Resource Coordinator,Emisa Parker Ltd

Gudu District , Abuja FCT.

October 2015– January 2017

Coordinated to fulfil a broad range of HR functions including recruiting, selecting, arranging interviews, arranging trainings of Employee’s for the Company’s Clients, administering HR policies, Employee benefits, Managing Employee and Employer records.

Job Description:

* Develop HR Systems and Procedures
* Conduct Trainings Design and Delivery for Staff in the Company
* Coordinate Staff Recruitment, Selection and Interviews
* Conducted Background checks on Job Candidate and making sure their jobs duties is implemented on their Job Descriptions
* Providing orientation information for new employee’s information welcome packets, reviewing Company policies explaining and obtaining signatures for benefit programs
* Maintain HR records by recording new hires, terminations changes in job classification, merit increases, tracking vacation, sick and personal time
* Maintaining and accomplishing Human Resources department and Organization mission by completing related results as needed.
* Develop and Implement disciplinary and grievance procedures
* Organize Coaching and Employee assistance
* Assist with benefits analysis and design

1. HR Administrator, JV Onshore Projects, TOTAL E & P Nigeria Ltd

Port Harcourt, Rivers State.

July 2010 – April 2015

Assisted and responsible for providing a first class proactive administrative HR support service to the Head of HR / Administration together with the other HR team members in the HR department. Created and managed HR policies and procedures, managing and updating the HR Database, recruiting, selecting, arranging interviews, designing job descriptions of staff, filing and recording Employee information, in charge of ensuring staff medical and insurance coverage is renewed every year, to promote employee wellness. Also involve in the day-to- day of the HR office.

Job Description:

* Administered, Updated, Input and Managed HR Database
* Provide wide range of Administrative and Support to the HR Department
* Update and Maintained Organizational Charts
* Providing Job Candidates by screening interviewing and testing applications notifying existing Staff of internal opportunities, maintaining personnel records, obtaining temporary Staff from Agencies
* Assisted with the administration of Employee Benefits Plan
* Responsible for drafting and recording job (Services) description of Total Staff and Contracted Staff, outlining in detail all skills and qualities required and desired by disciplinary Leaders
* Maintain Staff records relating to Total/TEPNG Staff and Contract Staff on HR Database
* Follow-up the medical protection and repatriation with ISOS in Nigeria (transmission of document concerning the Expatriates contract staff mobilisation, insurance policy, etc. to ISOS Clinic in Nigeria and France)
* Maintain confidentiality of information, written or spoken, with regards to all employee matters
* Recorded and Keeping all the Staff legal Compliance Certificates of Total E&P Oil and Gas Anti-Corruption Programme
* Inspection of work done on Site with Heads of Management and HSE Department in problem solving, advising, recording for all the Engineers and Construction Staff on JV Onshore Project Site
* Generating letters and relevant paperwork relating to all HR related administration to Agents and to Personnel in the Projects
* Create Local candidates dossiers during mobilisation process (Job Services, Individual Services description, un-priced candidates, and interview) for disciplinary Leaders
* Follow-up contracts whereabouts from dispatching for signature and initialling to reception of the signed copies
* Preparing and sending documents such as Mobilisation and Demobilisation Monthly memos, newsletters and agendas controls of HR files in PRODOM database

1. Public Relations Officer, Kamdax Nigeria Limited

Garki 2, Abuja FCT

January 2004 – August 2007

Assisted and worked closely with the Manager of Marketing and Operation with PR Team in delivery a high quality public relations services to valued clients. Designing and delivering successful PR campaign for variety of Companies and industries.

Job Description:

* Scheduling meetings and raising topics that needed attention between Customers and managers in the Company
* Acted as liaison between Management and Customers by improving Customer’s loyalty and customers base providing relevant information of the company’s products and services
* Assist in document compilation & handling, i.e. printing, making copies, binding, scanning, folding etc.
* Arranging events like news conference, exhibitions, open days and sponsorship

SKILLS

IT and Technical Skills: Microsoft Office Package (Word, Excel, Access, PowerPoint) Prodom Software, Vista-Vision System, Data Management (Database), Internet Research, SAP Human Resource Basics, HRIS Systems, Working Knowledge of State and Good intuition of any IT software.

Communication: Team-oriented, attention to details. Highly skilled, adaptive, own initiative, flexible, keen to learn & acquire new skills to inform business decisions, strong interpersonal skills and client focused

Languages: English-Fluent, French-Basics, Arabic-Basics, and Hausa-Fluent

Core Competencies:

* Proficiency in Impact Assessments
* Organization, Planning and learning skills
* Excellent organizational skills with the ability to plan ahead whilst still

Able to adjust to constantly changing work priorities

* Good communicator / motivator with ability to constructively integrate and manage diverse intra / inter disciplinary and cross functions issues
* Have good Coach and Mentoring skills with learning delivery
* Calm disposition, and an outstanding team player with commercial mindset and target driven
* Quality driven and strive for excellence

EDUCATION

2007 – 2008 Sheffield Hallam University, United Kingdom

M. Sc. Human Resource Management and Development

1996 – 2000 University Of Maiduguri, Borno State

B. Sc. (Hons.) Public Administration

1990 – 1995 Himma Private Secondary School, Maiduguri, Borno State

Senior School Certificate

PROFESSIONAL MEMBER

2008 To Date Charted Institute of Personnel Development CIPD

PERSONAL INFORMATION

Nationality: Nigerian Gender: Female Marital Status: Single

REFEREES

Available on Request