**AWANI OPEYEMI OMOLOLA**

**1 Esko Village Lane, Sabo, Ondo.**

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**SUMMARY**

I am a dynamic and dedicated professional with remarkable experience in administrative functions, office management, HR Management and Customer services.

 I am seeking a robust career in commitment to my personal and professional development. I am keen, eager to learn, have a great work ethic and able to prioritize to meet set targets where my existing skills and qualifications will add value from the onset, whilst I continue to further develop my skills and knowledge in this field.

**KEY SKILLS**

* Excellent planning and organizing skills
* Communication and relationship building skills
* Excellent analytical, critical thinking and problem solving
* Documentation and reporting skills
* Self-motivated, driven to deliver and committed to results
* Ability to prioritize and meet set targets
* Teamwork and time management skills
* Discretion and respect for confidentiality

**EDUCATION**

2012-2013: **MSc. Human Resource Management**

Robert Gordon University, Aberdeen, Scotland, United Kingdom.

2004-2008: **B.A English Studies (Second Class Upper Division)**

Obafemi Awolowo University, Ile-Ife, Osun State, Nigeria.

1997-2003: **West African Senior School Certificate**

Adeyemi College of Education Demonstration Secondary School, Ondo, Ondo State

**PROJECTS**

**Graduate Recruitment Scheme:** As part of the resourcing and talent management module, worked as part of a team to organize a graduate recruitment and selection exercise. My role was to develop interview questions using the STAR (Situation, Target, Action and Result) method for a panel interview. I also designed supporting documents such as the interview rating form and set a timeline for the exercise. My coordinator commented that I demonstrated a full understanding of the STAR method and people resourcing.

**Training Intervention:** As part of the lifelong learning and development module, worked as part of a team to organize a learning intervention on team development. I developed the evaluation process using the Kirkpatrick’s model with four levels; reaction, learning, behavior and results and my supervisor remarked that the processes were effective including the training need analysis which was well done and well evidenced.

**Negotiation Exercise:** As part of the employee relations module, I worked as part of a team in a negotiation skills exercise. I was the note-taker documenting offers and agreements and advising the team on appropriate processes and the team eventually came to an acceptable agreement.

**WORK EXPERIENCE:**

**Feb 2017 - date: Admin Officer I (Establishment & HR Division)**

**University of Medical Sciences, Ondo City.**

* Staff Administration and Management (current employees and new entrants)
* Coordinating recruitment, selection and on-boarding activities: organizing interviews for short listed applicants.
* Managing personnel records, database and filing system
* Creating, collating, updating and utilizing spreadsheets to analyze data
* Managing and updating HR policies, processes and procedures
* Treatment of staff complaints and grievances
* Drafting routine correspondence and document templates
* Serving as Secretary for University Ad-hoc Committees such as;

Secretary, Ad-hoc Committee on Annual Performance Evaluation Report

Secretary, Ad-hoc Committee on Confirmation of Appointment and Staff Promotion

Secretary, Ad-hoc Committee on Students’ Medical Welfare Services

Secretary, Ad-hoc Committee on post-utme Exercise

Secretary, Ad-hoc Committee on Remuneration and Emoluments of Medically Qualified Lecturers

Secretary, Medical Board Committee

Secretary, Ad-hoc Committee on the Review of Adjunctship Positions

Secretary, Ad-hoc Committee on University Awarded Contracts

**Feb 2016 - Sept 2016: HR/Admin Manager**

**Travelfix Limited, Abuja.**

* Providing an effective and efficient secretarial and administrative service within the HR Department.
* Staff administration and management, Induction, absence management and staff training: working with current employees and new entrants.
* Coordinating recruitment, selection and on-boarding activities: organizing interviews for short listed applicants.
* Confidentiality and personnel data management: Overseeing all personnel records and filing system.
* Coordinating all Learning and Development Activities: Training and Development administration and maintenance.

**Feb 2014 – Jun 2015: ADMIN/HR Coordinator**

**Loh & Or Construction (Nig) Limited, Abuja.**

* Administration and Management of current employees and new entrants
* Coordinating Recruitment, Selection and On-boarding activities.
* Overseeing Personnel Records and Data Management
* Training and development administration
* Coordinating all repairs and maintenance activities

**June 2011 – Aug 2012: ADMIN/HR Assistant**

**Loh & Or (Nig) Limited, Abuja.**

* Assisting with recruitment planning
* Administrative support to the Senior Managers
* All associated departmental filing, scanning and photocopying
* Responsible for document control, general office support and administration

**Sep 2009- July 2010: Public Relations Assistant (NYSC)
Pipelines and Products Marketing Company (PPMC), NNPC Towers.**

* Providing support to public relations department
* Creating departmental news journals from press releases
* Coordinating collation and distribution of Journals within the company.
* Responsible for the preparation of projects and departmental reports.

**PROFESSIONAL ASSOCIATION:**

* Associate Member, Chartered Institute of Personnel and Development (CIPD)
* Associate Member, Chartered Institute of Personnel Management (CIPM)
* Graduate Member, Nigerian Institute of Management (NIM)
* Diploma in French (DELF) and Certificate in French, Nigerian French Language Village.

**REFERENCES: Available on request**