



Objective

To be part of an institution building a world class identity out of Nigeria.

Experience

Veritas Kapital Assurance Plc, Human Capital Management, Head Office, Abuja March 2019 - Date Head, HCM/Team Lead

- Manage the overall activities of the Human Resources Department.
- Improve performance tracking and measurement using business intelligence software, e.g. - in-house developed Performance Management System (PMS).
- Initiate key processes to improve staff productivity through "Performance Improvement Plan".
- Introduce Mentorship program aimed at developing mentees for personal growth and career development.
- Identify potentials for succession planning in all the departments.
- Ensure a standard process of identifying and recruiting candidates with the right fit into the Company.

Unity Bank Plc, Human Capital Management, Head Office, Lagos July 2017 – February 2019 Compensation & Benefits – Team Lead

- Managed the Payroll administration using Oracle ERP.
- Managed the Outsourced Staff salary management.
- Managed the Pension Administration – Remittance / reporting / compliance monitoring.
- Researched and analyzed the salary scales and benefits offered by other employers.

Unity Bank Plc, Human Capital Management, Head Office, Lagos April 2016 – July 2017 Compensation & Benefits – Team Member

- Payroll administration using Oracle ERP.
- Outsourced Staff salary management.
- Pension Administration – Remittance / reporting / compliance monitoring.
- Ex-staff pension reconciliation.
- Exit Computation & Advise.



- Monthly amortization/provisioning of the Bank's salary lines
- HMO management – liaising with different vendors & monthly reimbursement to Staff

Skye Bank Plc, Human Capital Management, Head Office, Lagos July 2015 – April 2016
Compensation & Benefits – Team Member

- Payroll administration using XCEED (HCM software) and Excel.
- PAYE tax administration - Reporting / compliance monitoring.
- Pension Administration – Remittance / reporting / compliance monitoring.
- Reviewed and evaluate policies in a timely fashion on issues including performance management, working conditions, disciplinary procedures and absence management and maintaining employee handbook.
- Ensured employment policies are compliant with local legislation and recommended changes and improvements to existing processes.
- Researched and analyzed salary scales and benefits offered by other employers.
- Processor: Mortgage loans computation/advise to workforce, absence management & related allowance, facilitate payment of allowances for relocation.

Mainstreet Bank, Human Capital Management, Head Office, Lagos August 2012 – June 2015
Compensation & Benefits – Payroll

- Payment of salaries via HR software (Xceed) and CBA (Finance)
- Payment of salaries via HR software (Magic) and CBA (T24)
- Maintained excellent and accurate records management
- Leave Administration & Management
- Worked with service providers (Vendor) and agreed SLAs
- Facilitate the processing of loan and its reconciliation
- Cost apportionment to branches during Monthly Profitability Report
- Calculation of exit computation for exited staff
- Payee / tax rate computation and other statutory deduction for remittances

Mainstreet Bank, Human Capital Management, Head Office, Lagos February 2012 – August 2012
Recruitment & Manpower Development Unit



- Staff database management.
- Supporting and monitoring annual performance appraisal exercise.
- Staff Separation - Conducting exit interviews, tracking data on exit employees to identify underlying trends for management reporting.

Guaranty Trust Bank Plc, Victoria Island – Lagos December 2006 – January 2012

Human Resources Group – Recruitment Team

(Guaranty Trust Bank Plc is arguably Nigeria's leading light banking institution and has achieved international acclaim.)

My involvement: as HR Officer in the Recruitment of this 5,000-man organization, to undertake different resourcing initiatives and oversee HR communications. Such as design of Resourcing Strategy; Recruitment & Selection of all cadre of staff (executive, professional, contract, graduates, interns etc); Manage hiring workflow; Facilitate career fairs; Manage/Support Hiring Managers; Create/Manage Graduate Recruitment programmes; Manage Recruitment Agencies & other service providers; Create/Manage New Hire Onboarding; e-Recruitment etc.

Human Resources officer, Magic Support Nigeria Limited, Surulere – Lagos July 2004 – December 2006

- Performed day-to-day human resources function and duties.
- Assist in facilitating and addressing concerns associated with employee relations, training and development, benefits and compensation and employment.
- Ensured that Human Resources practices, objectives and advisories are properly coordinated to all departments.
- Assist in job fair events to pool talents and recruits to fill in specific positions.

Education

PGD Management Sciences, University of Nigeria, Nsukka 2008 - 2010

Institute of Management and Technology, Enugu 2000 - 2004

HND in Computer Science GPA 3.07/4.0

Senior School Certificate Examination, Federal Government College, Enugu 1991-1997

NYSC job experience: Systems Administrator: Nigeria Prisons Service Ado-Ekiti 2005-2006

Systems Analyst / Networking (LAN)

NYSC NO A000989460

Training

TRAINING ON FINANCE FOR NON-FINANCE MANAGERS - LAGOS CENTRE

Chukwuma Aloysius Onyeka



Facilitator: Association of Chartered Certified Accountants (ACCA) (March 2018)

Telling in a Customer Friendly Environment (including Fraud Prevention and Detection)

Facilitator: Tunde Olagbaiye (October 2009)

Banking Appreciation Course for Guaranty Trust Bank Plc

Facilitator: M.F. Lawal (October 2009)

Customer Service Excellence

Facilitator: HR Indexx (November 2009)

PERSONAL BIO-DATA

Gender: Male

Date of Birth: 13/07/1979

Marital Status: Married

Skills

- Marketing ■ Advertising, ■ Business Writing skills ■ Presentation skills ■ Strong PowerPoint proficiency ■ MS Excel/MS Word proficiencies ■ Counseling ■ Training curriculum design ■ Training programme development ■ Performance Management & HR Systems design ■ ability to evangelize internally and promote relentlessly, ■ Resource management ■ Traveled to 8 States largely on my own. ■ Ability to write and run Q basic program, c++ program.

PERSONAL LEARNING & LEADERSHIP EXPERIENCE

1. Member, Career Development institute in a non-profit organisation 2006 –till date
We set out to provide people with the tools, information and networks they require to start, advance or change their careers.
2. Leader, non-profit youth development & empowerment organisation, Lagos – Nigeria 2006-till date

REFERENCES

Available on request