OGBU PRECIOUS

+2347066600161, preciousogbu88@gmail.com

PROFESSIONAL SUMMARY

HR professional with administrative and management expertise, necessary to effectively handle day-to-day demands. Stays current on industry practices and human resources trends, regulations,and tools. Minimizes company risk and maximizes employee morale with effective and properly enforced policies. Training and educating employees on company policies and procedures. Guidesprofessionals in understanding benefits, and resolving workplace conflicts.

SKILLS

HR & Performance Management | Recruitment Processes | HR Consultancy | Employment Relations | Learning & Development | Employee Engagement | Talent management | Compensations & Benefits.

EXPERIENCE

December 2023 –Till date HR-Business Partner Palmpay Limited.

- Implement functional HRMS and internal databases across all departments and locations
- Consult with line management and provide daily HR guidance
- Analyze trends and metrics with the HR department
- Resolve complex employee relations issues and address grievances
- Work closely with management and employees to improve work relationships, build morale and increase productivity and retention
- Provide HR policy guidance
- Monitor and report on workforce and succession planning
- Identify training needs for teams and individuals
- Evaluate training programs
- Suggest new HR strategies

January 2023 – December 2023 – HR-Business Partner GladePay.

- Implement functional HRMS and internal databases across all departments and locations.
- Payroll and performance evaluation systems.
- Design company policies and procedures.
- Review and update our employment contracts and agreements.
- Prepare budgets by department.
- Performance Management (Sales KPI).
- Track key HR metrics like cost per hire and retention rates
- Manage internal communication projects.
- Measure the effectiveness of our benefits programs and recommend improvements.
- Coordinate employee training and development initiatives.
- Ensure our recordkeeping and data processing procedures comply with GDPR requirements.

August 2021 - August 2022 Human Resources Business Partner (Team Lead)OPAY-ALEXANDER HOUSE OTUNBA FELE JOBI WAY IKEJA

- Providing coaching, developing team development tasks, and implementing company and departmental strategies to increase employee satisfaction.

- Recruiting & Payroll and Benefit Calculation.
- Oversee human resources team, including setting policies and mentoring staff.
- Ensure compliance to federal and organizational policies.
- Oversee hiring, compensation, benefits and employee relations initiatives.
- Identify training and development opportunities for all types of staff.
- Work with executive leadership to determine hiring needs, address morale problems and setgoals.

June 2020 – August 2021 Human Resource Generalist
OPAY, ALEXANDER HOUSE OTUNBA FELE JOBI WAY IKEJA

- Processing payroll, ensuring all benefits due are properly tracked and captured within payroll.
- Recruiting & Employee Relations, Employee on-boarding.
- Updating and maintaining employee benefits, employment status, and similar records.

January 2017 – December 2019 Human Resources Manager
Ozonefl, Trade Fair Lagos

- Analyze compensation policies, government regulations, and prevailing wage rates to developcompetitive compensation plans.
- Plan, direct, supervise, and coordinate work activities of subordinates and staff relating toemployment, compensation, labor relations, and employee relations.
- Recruit and conduct new employee orientations to foster positive attitude toward organizationalobjectives.
- Conduct exit interviews to identify reasons for employee termination.

- Mediate between benefits providers and employees, such as by assisting in handling employees'benefits-related questions or taking suggestions.

SEP-2014 – JUN 2015 Human Resource Assistant
Dover Hotel, 5th Avenue Lekki Lagos.

- Supports human resources processes by administering tests, scheduling appointments, conductingorientation, and maintaining staff records.
- Substantiates applicants' skills by administering and scoring tests.
- Recruit and conduct new employee orientations to foster positive attitude toward organizationalobjectives.

EDUCATION

October 2018 Bachelor of Science (B.S.) - International Relations and Diplomacy
IAECUniversity, Lome, Togo.

October 2020 Certificate in Human Resource Management
Lagos, Nigeria.

July 2014 SSCE Bamaka International College.