

CHIAMAKA

ADEMOLA (ACIPM)

Talent Management | Employee Engagement | HR Operations | Process Improvement

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PROFILE SUMMARY

Talented Human Resources Personnel with expertise in core HR areas such as Employee Engagement, Process / Policy improvement, Talent Acquisition and Onboarding, Learning and Development. I am equipped with proven ability to deliver overall HR and Corporate targets through effective process improvement, quality services and business transformation initiatives.

KEY STRENGTHS

- ▶ Talent Acquisition
- ▶ Recruitment & Selection
- ▶ Leadership
- ▶ Communication
- ▶ HR Reports/Analytics
- ▶ Learning and Development
- ▶ Employment Laws & Contracts
- ▶ Employee Engagement

WORK EXPERIENCE

Petra Corporate

July 2024 – Jan 2025

HR Officer (Volunteer)

- Developed and reviewed employee contracts, job descriptions and a comprehensive employee handbook to support organizational structure and compliance.
- Designed and documented HR processes that enhanced role clarity, accountability and operational efficiency.
- Contributed to building foundational HR Systems for a growing organization through hands-on policy and documentation support.

Julius Berger Nigeria Plc. H/O

March 2020 – March 2024

Talent Management Officer

▶ **Recruitment & Onboarding**

- Manage all recruitment and selection processes (shortlisting candidates, coordinate interview scheduling and tests, draft employment letters, reference checks, etc.)
- Manage recruitment workflow on ATS
- Ensure accurate drafting and posting of job advertisements on job sites.
- Ensure all recruitment activities and processes follow the organization's approved policies and procedures.
- Responsible for onboarding sessions and induction of new employees.

▶ **Learning and Development**

- Collaborate with departmental leads to gather employees' training needs and proffer necessary interventions.
- Organize in-house trainings and ensure attendance of trainees and facilitators, organize necessary Pre-Assessments and Post - Training evaluations.
- Responsible for enrolling staff on the e-learning Platform, tracking completion status and reports.

Performance Management

- Handle Probationary Goal Setting for New Hires
- Facilitate Performance Agreement, Goal Setting and Appraisal Sessions for Management, Senior & Junior Staff
- Facilitate Performance Awareness Sessions
- Deploy Service Delivery Surveys to necessary Stakeholders.

► **Succession Planning**

- Provide support to the Talent Management Specialist in identifying Roles of Interest and come up with developmental plans for selected employees.

► **Human Resource Operations**

- Maintain a comprehensive database of employee information (contracts, leave dates, references, queries, etc.)
- Create regular reports and presentations on HR Metrics
- Ensure confidential and up-to-date filing updating all human resources data in line with necessary developments.

► **Employee Engagement**

- Attend to staff complaints and queries about HR- related issues.
- Develop and drive Employee Engagement initiatives aligned with overall business goals(E.g IWD, Cultural Day, Sports Day etc).
- Develop and send out monthly HR Digest (Newsletter) to members of staff. This has been helpful in ensuring that members of staff have access to necessary information and are engaged.
- Keep tabs of birthdays and work anniversary of employees and ensure they are well celebrated and appreciated.

► **Compliance**

- Promote and ensure policies and procedures in the workplace.
- Ensure compliance with regulatory and legal laws. Review practices to maintain compliance.
- Ensure promotion of culture of ethics that reflect company's mission and values.

► **Administration**

- Provide administrative support for smooth daily operations in the department including relating with vendors and local agencies, organizing travel arrangements, booking conference rooms for events, etc.

► **Achievement**

- I was awarded most innovative employee in the HR Department for the year 2022.
- I was part of the team that developed and reviewed clear Standard Operating Procedures and Policies for all HR Processes.
- Was part of the team working on contents for the HR / Wages Department Intranet.

Julius Berger Nigeria Plc. H/O - Abuja

July 2017– March 2020

Administrative Officer – Julius Berger Senior Staff Secretariat

- Taking proceedings for the Secretariat.
- Receiving and dispatching correspondence.
- Filing and archiving.
- Assist in planning and organizing annual Delegates Conference and other Industrial Relations events - Various secretarial and other assigned duties.

EDUCATION & CERTIFICATIONS

Associate, Chartered Institute of Personnel Management	ACIPM
2021	
University of Lagos, Akoka	
2012 – 2016	B.A English (2.1)
Sourcing Camp (Cohort 5)	Sourcing Sprints
2025	
Human Resource Business Partner Course	PCL
2023	
Certificate Course in Human Resource Management	HRM
2019	

VOLUNTEER / LEADERSHIP EXPERIENCE

Volunteer English Teacher – Kuchingoro, IDP Camp	2019
Arm the Child Foundation	

REFERENCES

Available on request
